NORTH CENTRAL REGIONAL TRANSIT DISTRICT
BOARD MEETING AGENDA

September 5, 2014
9:00 AM - 1:00 PM
Jim West Regional Transit Center
Board Room

CALL TO ORDER:

1. PLEDGE OF ALLEGIANCE
2. MOMENT OF SILENCE
3. ROLL CALL
4. INTRODUCTIONS
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES – August 1, 2014
7. PUBLIC COMMENTS

PRESENTATION ITEMS:

A. **Presentation of Above and Beyond and Safe Driver Awards**
Sponsor: Daniel Barrone, Chairman and Anthony J. Mortillaro, Executive Director.

ACTION ITEMS FOR APPROVAL/ DISCUSSION:

B. **Discussion and Consideration of Resolution 2014-18 In Recognition of the 10th Anniversary of the NCRTD's certification as the first Regional Transit District in the State of New Mexico**
Sponsor: Anthony J. Mortillaro, Executive Director and Jim Nagle, Public Information Officer. *Attachment.*

C. **Discussion and Consideration of Resolution 2014-19 Authorizing the Submittal of Applications for Federal Funding for §5311 in Federal Fiscal Year 2016**
Sponsor: Anthony J. Mortillaro, Executive Director and Stacey McGuire, Projects and Grants Specialist. *Attachment.*

D. **Discussion and Review of §5311 Capital Bus Procurement for Fiscal Year 2015**
Sponsor: Anthony J. Mortillaro, Executive Director and Michael J. Kelly, Transit and Facilities Operations Director. *Attachment.*

E. **Discussion and Review of Sustainability Committee Member Appointments**
Sponsor: Anthony J. Mortillaro, Executive Director and Michael J. Kelly, Transit and Facilities Operations Director. *Attachment.*

F. **Discussion and Award of Long Range Transit Service Plan (LRTSP)**
Sponsor: Anthony J. Mortillaro, Executive Director. *Attachment.*

G. **Discussion and Review of the Investment of District Funds and the State of New Mexico Local Government Investment Pool Report**
Sponsor: Anthony J. Mortillaro, Executive Director and Glenda Aragon, Finance Director. *Attachment.*

DISCUSSION ITEMS:

H. **Discussion and Review of Ski Santa Fe Service Update**
Sponsor: Anthony J. Mortillaro, Executive Director and Stacey McGuire, Projects and Grants Specialist. *Attachment*.

I. **Financial Report for August 2014:**
Sponsor: Anthony J. Mortillaro, Executive Director and Glenda Aragon, Finance Director. *Attachment.*

J. **Finance Subcommittee Report:**
Sponsor: Chair Tim Vigil and Anthony J. Mortillaro, Executive Director. *Minutes of May 23, 2014.*

K. **Tribal Subcommittee Report:**
Sponsor: Chair Mary Lou Valerio and Anthony J. Mortillaro, Executive Director. *No Report.*

L. **Executive Report for August 2014 and Comments from the Executive Director:**

1) **Executive Report**
2) **Performance Measures for July 2014**
3) **Ridership Report for July 2014**

MATTERS FROM THE BOARD

M. **Request for Service to Jicarilla Apache Nation**
Sponsor: Daniel Barrone, Chairman and County Manager Tomas Campos.

MISCELLANEOUS

N. **Request to Reschedule October 3, 2014 Board Meeting to October 10, 2014**
Sponsor: Anthony J. Mortillaro, Executive Director.

ADJOURN

NEXT BOARD MEETING: October 3, 2014 at 9:00 a.m.

If you are an individual with a disability who is in need of a reader, amplifier, qualified Sign Language interpreter or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the NCRTD Executive Assistant at 505-629-4702 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.

North Central Regional Transit District
Board Meeting
Friday, August 1, 2014
9:00 a.m. - 1:00 p.m.

CALL TO ORDER:

A regular meeting of the North Central Regional Transit District Board was called to order on the above date by Commissioner Dan Barrone, Chair, at 9:16 a.m. at the Jim West Transit Center, 1327 Riverside Drive, Española, New Mexico.

1. **Pledge of Allegiance**
2. **Moment of Silence**
3. **Roll Call**

Ms. Lucero called the roll and it indicated the presence of a quorum as follows:

Members Present:	**Elected Members**	**Alternate Designees**
Los Alamos County	*Councilor Pete Sheehey*	*Mr. Philo Shelton*
Rio Arriba County		*Mr. Tomás Campos*
Taos County	*Commissioner Daniel Barrone*	
Santa Fé County	*Commissioner Miguel Chávez*	
Nambé Pueblo	*Mr. Lonnie Montoya*	
Pojoaque Pueblo	Excused	
Ohkay Owingeh	Excused	
San Ildefonso Pueblo	*Ms. Lillian Garcia*	

Santa Clara Pueblo		*Ms. Mary Lou Valério*
Tesuque Pueblo	*Frmr Gov Charlie Dorame*	*Ms. Sandra Maes*
City of Santa Fé	Absent	
City of Española	*Councilor Dennis Tim Salazar*	
Town of Edgewood	*Councilor Chuck Ring*	
Rio Metro (ex officio)	*Ms. Elizabeth Carter*	

Staff Members Present
Mr. Anthony J. Mortillaro, Executive Director
Ms. Dalene Lucero, Executive Assistant
Mr. Mike Kelly, Transit Operations Manager
Ms. Stacey McGuire, Projects and Grants Specialist
Ms. Glenda Aragon, Finance Manager

Others Present
Mr. Peter Dwyer, Legal Counsel
Mr. Carl Boaz, Stenographer
Mr. Ardee Napolitano, Rio Grande Sun
Mr. Erick Aune, SFMPO
Ms. Lisa Katonak, Santa Fé County Manager's Office
Mr. Ken Smithson, Santa Fé Trails
Mr. Gary Forrest, Sipapu Ski and Summer Resort

4. INTRODUCTIONS

Those present introduced themselves to the group.

5. APPROVAL OF AGENDA

Mr. Campos moved to approve the agenda as presented. Ms. Valério seconded the motion and it passed by unanimous voice vote. Tesuque Pueblo was not present for the vote.

6. APPROVAL OF MINUTES - June 6, 2014

Councilor Sheehey requested a correction on page 8 under the Tribal Subcommittee Report where it should say, "Councilor Sheehey said the Jicarilla Apache Nation is a partner in the Chama Peak Land

Alliance (chamapeak.org) which, together with the San Juan-Chama Watershed Partnership (sanjuancama.org) have completed a USDA- funded wood utilization study. The study looks at renewable fuels and renewable electricity generation in the area." He reminded the Board that the Jicarilla Apache Nation was still interested in becoming a member of NCRTD.

Mr. Montoya requested a grammatical correction on page six where it should say (regarding replacement vehicles, "He [not It] said the report said a list was attached but it was not in the packet."

Ms. Valério moved to approve the minutes of June 6, 2014 as amended. Commissioner Chávez seconded the motion and it passed by unanimous (9-0) voice vote. Tesuque Pueblo was not present for the vote.

7. PUBLIC COMMENTS

There were no public comments.

PRESENTATION ITEMS

There were no presentation items.

ACTION ITEMS FOR APPROVAL/DISCUSSION:

A. Discussion and Possible Ratification of Collective Bargaining Agreement (CBA) between the NCRTD and Chauffeurs, Teamsters and Helpers Local No. 492 (Union)

Mr. Mortillaro reported that earlier this year the Collective Bargaining Agreement (CBA) was about to expire (in June). They gave notice to start negotiations for a new agreement. The collective bargaining started in May, ended on July 16, and the District and Union Local No. 492 reached tentative agreement and on July 26 it was ratified by 100% of the union members in attendance.

Mr. Mortillaro shared some highlights and told the members they would see the existing agreement in the packet based on what was agreed to. The new agreement is for 24 months, ending on July 16, 2016.

He referred the Board members to the highlights in the packet which included a modified probationary period. Any Leave Without Pay taken would extend the probationary period since an employee's performance couldn't be evaluated if the employee was not on the job. The route bidding with extended bidding time period would occur during March and September.

Ms. Sandra Maes arrived at 9:27 a.m.

Mr. Mortillaro said the language was modified on special bid periods because sometimes we have a change in routes and that affects drivers. This will allow an impacted driver to request a special bid and

then only those drivers with less seniority can bid. No one saw this as problematic.

"Show up pay" was similar to call back pay - if an employee is scheduled and arrived and the supervisor sent the driver back home, the supervisor should have called far in advance to cancel the trip so the employee wouldn't have to show up. The driver in that circumstance would be compensated for 2 hours of work or the District could ask them to work those two hours and that could be counted toward overtime. It is an issue of management controlling that option.

Sick Leave provisions had a modification to clarify a qualifying event resulting from an employee using the family leave act so that catastrophic sick leave could be utilized and it also gets put into the equation of the sick leave buy back. He explained split vacations which was to give 7 days at a time, basically.

Under health and welfare they added a provision to comply with the Affordable Care Act. The percentage of employer payment for healthcare coverage did not change.

Pension contributions from the District was increased to 15.5% and, therefore, no wage increase was tied to the CBA for 2014. The next wage increase was 2% scheduled for 2016.

All in all, the fiscal impact of the approved CBA is below the threshold the Board discussed in closed session.

Mr. Mortillaro referred to the employment letter in the packet on page 43.

Mr. Dwyer said the show up pay provision was on page 28.

Commissioner Chávez clarified that they endorsed the agreement and it was ratified by all and he wanted to acknowledge that in respect to both sides.

Commissioner Chávez moved to approve the Collective Bargaining Agreement as present. Councilor Ring seconded the motion and it passed by unanimous roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Rio Arriba County, Santa Clara Pueblo, Santa Fé County, San Ildefonso Pueblo, Taos County and Tesuque Pueblo voting in favor and none voting against.

Chair Barrone thanked staff for a job well done on the CBA.

B. Discussion and Consideration of Resolution 2014-13 providing for the District to pay 75% of the PERA contribution for all District Employees, Union and Non-Union who earn more than $20,000 per year.

Mr. Mortillaro reported that this retirement benefit provision was incorporated into the CBA and at Board's direction, shall apply to all employees and the Resolution states that.

Councilor Ring moved to approve Resolution 2014-13 providing for the District to pay 75% of the PERA contribution for all District Employees, Union and Non-Union who earn more than $20,000 per year. Councilor Sheehey seconded the motion.

Councilor Sheehey believed this is a reasonable move to align benefits that the District offers, with what most communities were offering. It helps buffer some of the increases in costs for other things for both union and nonunion, He felt it was a fair deal.

The motion passed by unanimous roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Rio Arriba County, Santa Clara Pueblo, Santa Fé County, San Ildefonso Pueblo, Taos County and Tesuque Pueblo voting in favor and none voting against.

C. Discussion and Consideration of Resolution 2014-14 adopting the FY 15 Service Plans from the City of Santa Fe and Los Alamos County and acknowledging the Service Plan from the County of Santa Fe

Mr. Mortillaro said the Service Plan was required annually by the financial policies and the policy provides for sharing of GRT for regional routes approved by the Board and provided by member entities. In this case, Santa Fé Trails and Atomic City Transit, both of whom have provided service plans and have provided them for the past 3-4 years and both of whom meet the definition of regional routes as defined in NCRTD policies.

The County of Santa Fé also adopted a transit service plan (although not required to) and submitted it to the Board for routes in Santa Fé County and allows them to express their desire for additional routes and those are similar to the 5-year Plan the Board adopted.

The result was the budgeting for 2015 of $2.3 million for reimbursements for these regional services. That was about $30,000 more than last year. Under the plan, if approved, $953,274 would go to Santa Fé Trails and $1,361,320 would go to Atomic City Transit (Los Alamos County).

In return, every quarter the regional service agency must submit a report of services and based on the allocation model to verify those costs before the District issues the quarterly payments.

Councilor Ring asked if the Service Plan included the expansion of the midday route to Edgewood. Mr. Mortillaro agreed. It was incorporated into the Eldorado route.

Commissioner Chávez noted that page 56 referenced that and he read it aloud. He noted that there were actually two routes on a six-month trial basis.

Mr. Mortillaro agreed. They were the Golden and Edgewood routes for Santa Fé County.

Councilor Ring said Edgewood ridership was up this past year.

Councilor Sheehey said Los Alamos County was happy to have the NCRTD funded routes in Los

Alamos. What Los Alamos get is slightly more than what it costs for us but we are happy to have that for the region and satisfied with the allocation.

Chair Barrone also thanked Los Alamos County for their contribution.

Commissioner Chávez moved to approve Resolution 2014-14 adopting the FY 15 Service Plans from the City of Santa Fe and Los Alamos County and acknowledging the Service Plan from the County of Santa Fe. Councilor Ring seconded the motion and it passed by unanimous roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Rio Arriba County, Santa Clara Pueblo, Santa Fé County, San Ildefonso Pueblo, Taos County and Tesuque Pueblo voting in favor and none voting against.

D. Discussion and Consideration of Resolution 2014-15 Approving the Annual Fourth Quarter Financials to DFA

Ms. Aragon presented the resolution to the Board. She explained that New Mexico law requires the Local Government Division (LGD) of DFA to make rules and regulations related to budgets, records, reports, and the disbursement of public monies, including transfers between funds. One of their primary responsibilities is to review financial reports including analysis of current financial conditions to detect financial difficulties early and to ensure that each entity maintains financial solvency

Ms. Valério excused herself from the meeting at 9:50 a.m.

Ms. Aragon reported that she attached the DFA fourth quarter report as shown in the packet on page 69 and the resolution on page 70.

Mr. Mortillaro asked if this would close out the books.

Ms. Aragon said the books are just upgraded and there is GRT not yet reported on this quarterly report but expected soon. It reflects the budget for FY 14.

Mr. Mortillaro said every city and county in New Mexico is in the same boat with the delay in getting the revenues so it was just to approve the documents required by DFA and staff will close out FY 14 and bring back to the Board the close out and final budget numbers. He added that the District will be under budget again.

Councilor Ring moved to approve Resolution 2014-15 Approving the Annual Fourth Quarter Financials to DFA Commissioner Chávez seconded the motion.

Commissioner Chávez noted on page 67, in the memo it has two attachments but the report is not identified as draft in the attachment. He requested an amendment to mark it draft in the caption.

Councilor Ring accepted that as a friendly amendment as did Commissioner Chávez.

The motion, as amended, passed by unanimous roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Rio Arriba County, Santa Fé County, San Ildefonso Pueblo, Taos County and Tesuque Pueblo voting in favor and none voting against. Santa Clara Pueblo was not present for the vote.

E. Discussion and Consideration of Resolution 2014-16 endorsing an application for 5309 Bus Facilities Ladders of Opportunity Grant for a Maintenance Facility, Wash Bay and Fueling Station

Ms. McGuire presented item E and item F in tandem.

She explained that the 5309 initiative opportunity for the District was to apply for funding for a maintenance facility, wash bay and a fueling station. In the second resolution, she was seeking Board approval also to submit a request for funding Automatic Passenger Counters (APC) for District vehicles.

She added that there were no changes from what was presented in the packet. In the Tiger funding, NMDOT would provide a 10% match and the District would need 20%. For the APCs the grant request would be $253,667 and the match would be approximately $70,700. For the maintenance facility it would be a similar breakdown with an 80/20 match and a total request of $1.2 million.

Ms. McGuire explained that FTA will make $100 million available across the nation as they did for FY 14. It is an opportunity for another funding source for the two projects. The deadline is August 4, 2014 and as a rural entity, the District had to apply for it as a state application and NMDOT's deadline was July 17 so she submitted the request on time to them. Her recommendation was for the Board to approve the applications.

Mr. Montoya commended the staff for being proactive

Mr. Montoya moved to approve Resolution 2014-16 endorsing an application for 5309 Bus Facilities Ladders of Opportunity Grant for a Maintenance Facility, Wash Bay and Fueling Station Councilor Sheehey seconded the motion.

Councilor Ring asked if the District had full participation for letters of endorsement.

Ms. McGuire said they had quite a few for the Tiger grant but had short notice here for the FTA so there were only a few letters of endorsement.

Councilor Sheehey said this money is available. At the federal level there is real dysfunction about funding transportation activities so they might fund this but might not. So the District needs to go for all we can get now.

The motion to approve Resolution 2014-16 passed by unanimous roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Rio Arriba County, Santa Fé County, San Ildefonso Pueblo, Taos County and Tesuque Pueblo voting in favor and none voting

against. Santa Clara Pueblo was not present for the vote.

F. Discussion and Consideration of Resolution 2014-17 endorsing an application for 5309 Bus Facilities Ladders of Opportunity Grant for Automatic Passenger Counters

Mr. Montoya moved to approve Resolution 2014-17 endorsing an application for 5309 Bus Facilities Ladders of Opportunity Grant for Automatic Passenger Counters Commissioner Chávez seconded the motion.

Commissioner Chávez asked, for clarification, if all vehicles were to be retrofitted for these units. Ms. McGuire agreed.

Commissioner Chávez thanked staff for their hard work.

Ms. Maes asked if it was to be tied into the existing system.

Ms. McGuire agreed.

Mr. Mortillaro added that the good news was that the District had a bid so it was a price contract good for three full years. That meant the price given then would still be good.

The motion to approve Resolution 2014-17 passed by unanimous roll call vote with Town of Edgewood, City of Española, Los Alamos County, Nambé Pueblo, Rio Arriba County, Santa Fé County, San Ildefonso Pueblo, Taos County and Tesuque Pueblo voting in favor and none voting against. Santa Clara Pueblo was not present for the vote.

DISCUSSION ITEMS

G. Discussion and Review of Ski Santa Fe Service Update

Ms. McGuire reminded the Board that NCRTD discussed providing transit service to the Santa Fe Ski area. Per the Board direction at the March and April board meetings, the District staff has engaged the Pueblos of Tesuque and Nambé to further discuss the request for transit service between the City of Santa Fe and the Santa Fe National Forest and Ski Santa Fe. The first meeting was on April 24 and a follow up meeting took place on July 30, 2014. Representatives from Nambé Pueblo, Tesuque Pueblo, Santa Fe County, City of Santa Fe and NCRTD were present. Ms. McGuire provided a handout to Board members on that meeting. They met at Tesuque Pueblo and had a discussion and acknowledged pueblo concerns with transit through the pueblo reservation, through the forest at sacred and ceremonial areas and impacts on implementation as a win-win for all stakeholders. All were significant issues to continue discussions.

On July 30, they decided the next step was to meet with all parties and to create a straw man to assess impacts that this transit service would have on the mountain and its people.

Chair Barrone thanked pueblos for attending.

Commissioner Chávez asked that pueblo members state anything that might have been left out.

Ms. Maes said she had expected Former Governor Charlie Dorame to be here. She said they wanted to expound on the cooperativeness of Santa Fé City and Santa Fé County in the discussions. We hope to alleviate a lot of the pueblo concerns and safety for the public. That road may not be equipped to handle a large vehicle and we want to include improvements to handle larger vehicles so that we can move forward with it.

Commissioner Chávez added that the interests of Ski Santa Fé and Ski New Mexico were to be open for tourism. So their first interest and motive was to accommodate visitors for people to have lodging and ski there. So the balance we are trying to achieve if we can, is not only to promote Ski Santa Fé but also for respecting the pueblos and also for economic development in their communities.

Governor Dorame arrived at that moment and Commissioner Chávez yielded the floor to him.

Governor Dorame apologized for being late and related how he had been on the Tesuque Council since 1976 and now was a lifetime member of the Council.

He said they had a good discussion with the county and city at the meeting. We would like to see some type of education process for people utilizing the mountain about who the caretakers are of that mountain and of our concerns. With the influx of people we have to limit our access and limit our practice of our beliefs there. With our cultural sites, it is hard for us to come to that point and face the obstacles in our way. We haven't closed the mountain to visitors. We want to have a cross roads with each other. "Hopefully with my experience I can explain to younger people why it is this way. I've tried to put down my barriers. If we sit down and talk one-on-one we can understand."

He said, "Ms. Maes has been a wonderful asset to me and to the tribe. When she speaks on behalf of the tribe, she speaks on behalf of the Governor and she knows and is comfortable making decisions."

Commissioner Chávez said the memo mentioned the entities not at the meeting: Santa Fé National Forest, Ski Santa Fé and Ski New Mexico. Their mission statement is to promote the ski industry and we have not had discussions with them on this topic. He thought the City would have a separate discussion with them and it would take place somewhere else. He was trying to present that part so all can understand how to connect those dots.

Mr. Mortillaro agreed. NCRTD raised that point with Ski Santa Fé and City reps and invited Ski New Mexico and they had a representative here today. And the Forest Service is to be present for the scheduled meeting on August 8. It would help if parties would outline their areas of interest and carry them forward with other parties and after that meeting we will create a straw man to reach some sort of consensus. That is the approach we've taken here. He believed they were comfortable with that.

Governor Dorame appreciated that.

Councilor Sheehey had a suggestion on education. During the summer season - buses take thousands of people to Bandelier and Los Alamos wanted to educate them about Bandelier and to know about our town and what it offers. So on every bus bringing visitors, Los Alamos County provided a flyer that has educational material. The buses also have a video monitor that might work. This is one way to get the information out. There are some maps and material explaining the cultural situation and that there are some areas that legally and morally, tourists are not allowed to go. So anyone can learn it and gain respect for the area.

Councilor Ring said it was a good idea and thought the District could pursue it.

Governor Dorame said that was part of the discussion. The ultimate goal was to provide an alternative form of transportation to eliminate so much traffic of cars.

Commissioner Chávez commented that it would be those same people but in a 28 passenger bus that cannot stop along the way. So we take off the cars and from their destination, can hike or bike. But those people who want to stop along the way will still take their private vehicle.

The company is interested in the bottom line. Their concern is about that and their employees. The rest of the people are not really interested in how they get there. There are different ways to look at it for those who are involved.

Mr. Montoya wasn't sure about using video monitors. He thought they should have a person in the bus teaching. So we are looking at all aspects and eventually we will find the right solution for it.

Commissioner Chávez requested that Erick Aune, from the MPO, be given permission to attend the August 8 meeting.

Mr. Aune addressed the board and explained that Ski Santa Fe is within the jurisdiction of the MPO who are updating their 5 year transportation plan and they would like to be included.

Mr. Mortillaro deferred to the board members.

Commissioner Chávez agreed. He just wanted to present the request.

Ms. Maes asked about Mr. Smithson who was in the audience and had been at the previous meeting.

Mr. Ken Smithson, Santa Fé Trails, thought it was a very productive meeting. To know each other and the stakeholders is a good thing. He said he didn't have the history a lot of others had but appreciated hearing about it and what the issues are. He said he lived in the foothills of that mountain and a mile from his favorite trail there. There are times of the year when hunters are on the mountain and if I had known that earlier I wouldn't be on that trail nor at the time of the pilgrimages at points and at those times he would stay away. There are needs for the pueblo, the city and the county to market those things to respect what is going on up there. There were several ideas in the meeting to accomplish that. We have a captive audience on that vehicle for 45 minutes that can be used to educate people on the mountain. That doesn't help those in their private vehicles.

Ms. Maes thanked the Board for their efforts for sharing this information and for the Pueblo to have a voice. She felt it was an advantage to include that education in any plan.

Commissioner Chávez said they did talk about the fiscal impact conceptually only. There were questions raised if we decided to do a route like this. It is in the five-year service plan.

Ms. McGuire estimated the cost at about $250,000 per year, using three vehicles and about $560,000 for capital costs. This is significant. So they need to continue the conversation for those who could be a key stakeholder to ensure if it does happen, that it would be successful.

Commissioner Chávez thought the entities should all participate in the contributions to it.

Ms. McGuire agreed. We need to have them step up to the plate.

Councilor Sheehey recalled that about a year ago the Board heard about a grant for access to the forest. He wondered if the grant was still pending and a possible source of funding.

Ms. McGuire said the District is not on the short list and they have to vet that and things could change and we could become a recipient of the FLAP program. They haven't made final decisions yet.

Chair Barrone said it wouldn't hurt to promote 54 more miles to Sipapu, Red River and the Taos Valley Ski Basin.

Governor Dorame, as he left, said, he liked the recommendation from Los Alamos because all the tribes in New Mexico have a feast day. But we fail to educate people about the ceremonial dances. Their applause came as a surprise to us. That meant we were failing to educate people about coming to the reservations. We developed a pamphlet on pueblo etiquette published by Eight Northern Indian Pueblos. He thanked the Board for their work on this.

H. Discussion and Review of Sipapu Trail Period Report

Ms. McGuire reported that as discussed at the December Board meeting, staff implemented a new bus stop at Sipapu and began serving the in December 2013 as incorporated in the Peñasco route. It arrives at Sipapu at 8:48 a.m., departs at 3:46 p.m. There is good ridership during ski season. We only track people as they get on the bus. The driver said he picks up two from the Taos County offices and takes them to Sipapu every day. Fourteen trips were provided in the morning and for the return trip 74 trips from Sipapu is a better indication of its use.

Page 91 showed the assessment. The Sipapu ski season saw consistent ridership and after the ski season is has been pretty low. So she didn't know there was a need for continuing that stop in the off seasons.

She said the route itself has a big variation and it is not consistent. Out of this trial, if the District looks

at doing it in the future, we would want it to be for the full ski season and provide an opportunity to increase marketing and cross promote Sipapu and NCRTD. She recommended having this bus stop in the coming ski season to maximize the full season and then determine if it was a better assessment either for ski season (November 15 to April 15) or year round. Page 92 in the packet presented the options.

She said the ski season option would cost $4,300 for that six month trial. She also showed the schedule with Sipapu. She noted that Mr. Forrest, the Sipapu Manager, was present at the May Board meeting and was present here.

Mr. Forrest observed that it went well and he didn't think there would be much business in the summer. We are incorporating the blue bus in our marketing and Española to Taos free transportation for them. We could increase ridership if the drop off was at 7:50 a.m. and the pick up at 4:50 p.m. so people didn't miss the bus. He hoped the Board would decide to operate this route seasonally.

Councilor Ring moved to accept staff recommendation contingent upon budget approval. Chair Barrone seconded the motion and it passed without objection.

I. Financial Report for July 2014

Ms. Aragon presented the financial report as shown in the packet. She commented that there was nothing unusual concerning the District's finances to this point. She clarified that the report doesn't reflect anything for 2014/2015 FY. There is carryover from 2014 and those cash balances are as reflected to DFA. So the District is in the black with all operations. The Accounts Receivable are reflected in prior year.

She reported they are still processing transactions from prior year and anticipate to continue expenditures. The Year End close out is being process and the audit will probably commence by September and have the auditors on-site in October. She anticipated an unqualified audit this year.

The Board had no questions.

J. Finance Subcommittee Report

There was no Finance Subcommittee report.

K. Tribal Subcommittee Report

There was no Tribal Subcommittee report.

L. Executive Report

Mr. Mortillaro provided a handout to the board members to reflect historical ridership this year ridership

was 8% above last year's numbers. So productivity is growing and with promoting, should continue to grow.

Regarding the AVL and ITS projects, all mobile equipment is in the buses and they are also installing the dispatch system and should be 100% soon. AVL is up and operating though not yet to public access. He anticipated public access by January or February. We are finding things to adjust. So far it is going well and contractors are responsive. We are close to the point of accepting the system.

Chair Barrone said he dropped by a couple of weeks ago and looked at the system. It is awesome to see where the buses are located and hopefully that would prevent further accidents and where they might be if there is a delay. He invited others to visit and Mr. Kelly could share it with you.

Ms. McGuire said they have a 5-year system update. They plan to be transitioning to the public once the new service plan is in place. We will do many other tweaks internally and in cooperation with other entities. We just want to make sure everything works as expected before going public.

Mr. Kelly agreed and added that they were working out the bugs and tweaking every day. We will get it public as soon as possible.

Mr. Kelly reported the performance measures which were shown in the packet starting at page 113. June was down slightly but overall the statistics were good. He briefly reviewed them with the Board. He mentioned that next month would show three minor accidents in July with no damage and that were due to error of the other driver.

Councilor Sheehey pointed out that on the operating costs per mile and per trip the District performance has been going along pretty well, close to the Region 6 performance. But in the last couple of months, per mile and per trip costs increased and he wondered why.

Mr. Kelly noted that the cost of gasoline and diesel fuel went up quite a bit. There were also end of year expenses in June to finish out the grant items they needed to purchase in order to close those grants out.

Councilor Sheehey asked if diesel fuel costs followed gas changes.

Mr. Kelly agreed. Diesel stayed high through the winter and didn't have the drastic fluctuations of gasoline.

Chair Barrone asked if the District negotiated diesel prices.

Mr. Kelly said the District has state agreement prices for that but they were still working on a state contract for the rest. In Santa Fé we have bulk pricing but not in Española or Taos yet.

MATTERS FROM THE BOARD

Ms. Maes recalled their discussion last time about the shopping cart bus stop and asked if there was any news.

Mr. Kelly said staff located the property owner and are now communicating with them to improve that site.

Mr. Campos said the Jicarilla Apache Nation still want to talk with Mr. Mortillaro about membership. He agreed to get the phone numbers for it to Mr. Mortillaro. He also announce the Rio Arriba County Fair was happening this weekend.

Mr. Mortillaro announced that September 12 is the date for celebration of the NCRTD tenth anniversary. We will still have the regular board meeting date too. He said the staff has been planning this event for 3 months.

Chair Barrone asked the Vice Chair to stand in for him as one of his children was getting married then.

ADJOURNMENT

Mr. Montoya moved to adjourn the meeting. Councilor Ring seconded the motion and it passed by unanimous voice vote. The meeting was adjourned at 11:13 a.m.

Approved by:

_____
Miguel Chavez, Vice Chair

Attest:

_____
Dennis Tim Salazar, Secretary

Submitted by:

_____
Carl Boaz, Stenographer

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: September 5, 2014

Agenda Item – B

Title: Resolution No. 2014-18 in recognition of the 10th Anniversary of the NCRTD's certification as the first Regional Transit District in the State of New Mexico

Prepared By: Jim Nagle, Public Information Officer

Summary: On September 16, 2004, the NCRTD was approved and certified as the first Regional Transit District in the state by the New Mexico Department of Transportation following legislative enactment in 2003 of NMSA 1978, Section 73-25-1 et seq. that allowed the formation of Regional Transit Districts to provide safe and efficient public transit systems.

Background: The NCRTD is entering the 10th year since its establishment as the first Regional Transit District in the State of New Mexico. It has complied in all respects with the provisions set forth in the Regional Transit District Act. Since it began providing service in 2007, the NCRTD has continued to provide transit services to transit-dependent groups such as seniors, students, veterans, low-income and mobility-impaired residents to provide them with better access to education, higher paying jobs, medical and quality of life services, while at the same time reducing oil dependence.

Recommended Action: Approval of the Resolution in recognition of the 10th Anniversary of the NCRTD's certification as the first Regional Transit District in the State of New Mexico.

Options/Alternatives: The Board could choose not to approve the resolution.

Fiscal Impact: None

North Central Regional Transit District (NCRTD)

Resolution 2014 - 18

RESOLUTION IN RECOGNITION OF THE 10TH ANNIVERSARY OF THE NCRTD'S CERTIFICATION AS THE FIRST REGIONAL TRANSIT DISTRICT IN THE STATE OF NEW MEXICO

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Section 73-25-1 et seq.) that allowed the formation of Regional Transit Districts to provide safe and efficient public transit systems; and

WHEREAS, the NCRTD is a sub-division of the State of New Mexico; and

WHEREAS, the NCRTD was approved and certified by the New Mexico Department of Transportation on the 16th day of September 2004; and

WHEREAS, the NCRTD is entering its 10th year since its establishment as the first Regional Transit District in the State of New Mexico and that it has complied in all respects with the provisions set forth in the Regional Transit District Act; and

WHEREAS, the NCRTD was formed through unprecedented cooperative efforts by local governments and the pueblos of northern New Mexico; and

WHEREAS, the NCRTD began providing service in 2007 and continues to provide safe, secure and efficient public transportation within north central New Mexico in order to enhance the quality of life of its citizens by providing mobility options and to spur economic developments throughout the region; and

WHEREAS, the NCRTD continues to provide transit services to transit-dependent groups such as seniors, students, veterans, commuters, low-income and mobility-impaired residents to provide them with better access to education, higher paying jobs, medical and quality of life services, while at the same time reducing oil dependence.

NOW, THEREFORE BE IT RESOLVED THAT the North Central Regional Transit District Board adopts the Resolution in recognition of the 10th anniversary of the NCRTD's certification as the first regional transit district in the State of New Mexico.

PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 5TH DAY OF SEPTEMBER, 2014.

_____
Miguel Chavez, Vice Chair

Approved as to form:

_____
Peter Dwyer, Counsel

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: September 5, 2014

Agenda Item – C

Title:
Resolution 2014-19 Authorizing the submittal of applications for Federal funding for §5311 in Federal fiscal year 2016

Prepared By:
Stacey McGuire, Projects and Grants Specialist

Summary:
Approval for NCRTD Staff to submit to NMDOT an application for Federal §5311 grant program for Federal fiscal year 2016.

Background:
The NCRTD files for Federal grants that pass through NMDOT each year. The §5311 grant supplies funding for administrative, operating, and capital for qualifying rural recipients. This year, NMDOT is requiring a Board Resolution acknowledging that the local agency is willing to provide the local match required.

The FFY16 §5311 application is due to NMDOT by September 5, 2014, and must be filed in order to receive Federal fiscal year 2016 §5311 funds. The NCRTD is requesting $4,475,405 administrative, operating and capital funds. The Federal share is $2,891,568, and the NCRTD share is $1,583,837.

Recommended Action:
It is recommended that the Board approve Resolution No. 2014-19, which authorizes Staff to submit a FFY16 §5311 application with NMDOT with the understanding that, upon award, the

NCRTD is responsible for the local share, which is 20% for administrative and capital and 50% for operating funds.

Options/Alternatives:
Not applying for Federal funding in Federal fiscal year 2016 through NMDOT would substantially impact the budget by approximately three million dollars, plus capital awards.

Fiscal Impact:
The grant funds are necessary to the NCRTD's annual budget to sustain existing routes.

Attachments:
- Resolution No. 2014-19

North Central Regional Transit District (NCRTD)

Resolution 2014-19

A RESOLUTION AUTHORIZING THE SUBMITTAL OF A LETTER OF INTENT FOR §5311 FEDERAL FUNDING FOR FEDERAL FISCAL YEAR 2016

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Section 73-25-1 et seq.); and

WHEREAS, the NCRTD is a sub-division of the State of New Mexico; and

WHEREAS, the NCRTD was approved and certified by the New Mexico Department of Transportation on the 14th day of September 2004;

WHEREAS, the NCRTD wishes to submit a funding request application to NMDOT for §5311 grant funding for the 2016 Federal fiscal year; and

WHEREAS, the funding may be used for administrative, operating, and capital funding assistance for rural public transportation (§5311); and

WHEREAS, the application is due to the New Mexico Department of Transportation by September 5, 2014;

NOW, THEREFORE, BE IT RESOLVED by the NCRTD Board that the District will be filing an application for §5311 Federal funding for the total amount of $4,475,405 with the local share to be provided by the NCRTD in the amount of $1,583,837 (Federal share is $2,891,568).

PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 5TH DAY OF SEPTEMBER, 2014.

_____

Miguel Chavez, Vice Chair

Approved as to form:

_____

Peter Dwyer, Counsel

FY 16 APPLICATION
Section 5311 Rural Public Transit

October 1, 2015 - September 30, 2016

I. Applicant Information

Organization/ Agency:	North Central Regional Transit District (NCRTD)
Contact Person Name and Title:	Anthony Mortillaro, Executive Director
Mailing Address:	1327 N. Riverside Drive
City, State, ZIP:	Espanola, NM 87532
Physical Address:	1327 N. Riverside Drive Espanola, NM 87532
Phone and Cell Number:	505-629-4713 (land line) 505-690-7782 (cell phone)
FAX Number:	
E-mail Address: (Required)	anthonym@ncrtd.org
Regional Planning Organization: (circle one)	NERPO MRRPO SERPO SWRPO NPRPO NWRPO SCRPO
Applicant Signature and Date Signed:	
Please Print Name and Title	Anthony Mortillaro, Executive Director
DUNS Number	876857926

II. Summary of Budget Request

Please enter the dollar amount of **your application request (Administration, Operating, and Capital)** in the appropriate column below. This information should come directly from the budget pages in Section III of this application.

	Total	Federal Share	Local Share
Administrative (80/20)	782,061	625,649	156,412
Operating (50/50)	2,295,854	1,147,927	1,147,927
♦ Capital (80/20)	1,397,490	1,117,992	279,498
TOTAL	4,475,405	2,891,568	1,583,837

Capital Breakdown

	Total	Federal Share	Local Share
Capital to Subgrantee	1,397,490	1,117,992	279,498
Capital to Vendor	0	0	0
List vendor if utilizing Capital to Vendor (if applicable)			
♦ TOTAL should equal 'Capital' amt. above	1,397,490	1,117,992	279,498

Capital to Vendor – When you purchase capital using a state approved price agreement. You will make a check to the awarded vendor for the 20% local share, and send the check to NMDOT's Transit and Rail Division. At delivery, your check is given to the vendor, and NMDOT is billed for the difference.

Capital to Subgrantee – When you purchase any approved capital item that is not on a state price agreement, including large buses, radios, and other requested capital. You will initially pay 100% of the purchase. Upon submitting the appropriate documentation to the Transit and Rail Division, you will be reimbursed 80%.
THIS IS NOT AVAILABLE FOR NON-PROFIT ORGANIZATIONS

III. Financial Information

A) ADMINISTRATIVE BUDGET

Please justify any line item greater than 20% or if no item is greater than 20% indicate "NONE" in space provided below.
NONE

ELIGIBLE ADMINISTRATIVE COSTS:

ITEM DESCRIPTION	2014 ACTUAL EXENDITURES (1)	2015 APPROVED BUDGET	2016 PROJECTED EXPENDITURES
1-01-00 Salaries and Wages			
1-01-05 Director	110,691	112,947	135,536
1-01-10 Managers	58,163	61,016	73,219
1-01-12 Financial Manager	74,038	76,762	92,114
1-01-15 Clerical Support Staff			
1-01-20 Accounting Staff	101,049	106,306	127,567
1-01-25 Administrative Assist.	46,782	48,525	58,230
1-01-30 Village Administrator			
1-01-35 CFO			
1-01-40 Salary Adjustments			
1-01-45 Chief Exec. Officer			
1-01-50 Transp. Coordinator			
1-01-55 Public Works Dir.			
1-01-60 Janitor			
1-01-65 Temporary			
1-02-00 Fringe Benefits			
1-02-05 FICA	11,806	13,707	16,448
1-02-10 PERA Retirement	40,449	46,774	56,129
1-02-15 Health Insurance	65,864	70,122	84,146
1-02-20 Unemployment Ins.	1,248	1,188	1,426
1-02-25 Workman's			
1-02-30 Other Fringe Benefits	25,924	36,784	44,141
1-03-00 Communications			
1-03-05 Fax Machine			
1-03-10 Internet Subscription Services	1,168		

1-03-15 Postage	18		
1-03-20 Telephone	368		
1-03-25 Cell Phone	23,219		
1-03-30 Radio			
1-03-35 Repeater Fees			
1-04-00 Contractual Services			
1-04-05 Audit			
1-04-10 Advertising	37,169	53,076	63,691
1-04-15 Equipment Rental			
1-04-20 Contractual Services- Other			
1-04-25 Contractual Services- Janitorial			
1-05-00 Dues and Subscriptions			
1-05-05 NMPTA			
1-05-10 SWTA			
1-05-15 Transit Publications	9,000	10,666	12,799
1-05-20 (CTAA)			
1-06-00 Equipment			
1-06-05 Equipment Lease			
1-06-10 Equipment Repair			
1-06-15 Computer	5,445	5,445	6,534
1-07-00 Insurance			
1-07-05 Buildings and Contents			
1-07-10 Gen. & Emp. Liability Ins.			
1-07-15 Surety & Fidelity Bonds			
1-07-20 Claims Deductible			
1-07-25 Vehicle Insurance			
1-08-00 Occupancy Costs			
1-08-05 Office Rent			
1-08-10 Utilities			
1-08-20 Building Maintenance			
1-09-00 Personnel Costs			
1-09-05 Drug & Alcohol Testing	1,900	2,000	2,400
1-09-10 Physicals			
1-09-15 Hepatitis Vaccinations			
1-10-00 Printing/Copying Costs			
1-10-05 Printing			
1-10-10 Copying			
1-11-00 Supplies			
1-11-05 Office Supplies	6,200	6,400	7,680
1-11-10 Furn. & Equipment under $500			
1-11-20 Janitorial Supplies			
1-12-00 Training			
1-12-05 Training			
1-13-00 Travel			
1-13-05 Mileage	4,651		
1-13-10 Public Transport Fares			
1-13-15 Per Diem			
1-13-20 Registration Fees			
1-13-25 Lodging and Meals	1,500		
1-13-30 Other			
1-14-00 Indirect Costs			
1-14-05 Indirect Cost			
TOTAL ELIGIBLE COSTS	**626,652**	**651,718**	***782,061**

NOTE: No item listed as "Other" will be considered. Please be specific in line item.

*** This number should match the number entered on Page 1, Section II – Summary of Budget Requested**

LOCAL SHARE SOURCES: Specify source, i.e., "fare box," "GRT," not a dollar amount.			
TOTAL LOCAL SHARE (20%)	125,330	130,344	**156,412**
FEDERAL SHARE (80%)	501,322	521,374	**625,649**

B) OPERATING BUDGET

Please justify any line item greater than 20% or if no item is greater than 20% indicate "NONE" in space provided below.
Line 2-01-10 Drivers- 42% of overall FY16 projected operating budget, necessary to operate.

ELIGIBLE OPERATING COSTS

ITEM DESCRIPTION	2014 ACTUAL EXENDITURES (NOTE 1, 2)	2015 APPROVED BUDGET (NOTE 2)	2016 PROJECTED EXPENDITURES
2-01-00 Salaries and Wages			
2-01-05 Supervisor	87,065	90,559	108,671
2-01-10 Drivers	679,913	795,526	954,631
2-01-15 Mechanics			
2-01-20 Dispatcher	60,253	67,931	81,517
2-01-25 Janitor			
2-01-30 Salary Adjustment			
2-01-35 Overtime	79,669	61,733	74,080
2-01-40 Mechanic Supervisor			
2-01-45 Auto Parts Clerk			
2-01-50 Maintainer	45,830	48,204	57,845
2-01-55 Accountant			
2-01-60 Laborer			
2-02-00 Fringe Benefits			
2-02-05 FICA	59,820	68,001	81,601
2-02-10 PERA Retirement	82,108	69,130	82,956
2-02-15 Health Insurance	151,611	174,556	209,467
2-02-20 Unemployment Insurance	7,142	6,400	7,680
2-02-25 Worker's Compensation			
2-02-30 Other	29,519	52,800	63,360
2-03-00 Communications			
2-03-05 Cell Phone			
2-03-10 Telephone			
2-03-15 Radio Repeater			
2-03-20 Mobile Radio			
2-03-25 Radio			
2-04-00 Contractual Services			
2-04-05 Maint. - Mach. and Equip.			
2-04-10 Equipment Rental			
2-04-15 Contractual Services - Other			
2-04-20 Transit Services			
2-05-00 Equipment			

2-05-10 Assigned Vehicle Use			
2-05-15 Equipment Rental			
2-06-00 Occupancy Costs			
2-06-05 Building Maintenance			
2-06-10 Operational Rent			
2-06-15 Utilities			
2-06-20 Building Insurance			
2-06-25 Building and Grounds			
2-07-00 Personnel Costs			
2-07-05 Uniforms			
2-07-10 Hepatitis Vaccinations			
2-07-15 Physicals			
2-08-00 Supplies			
2-08-05 Shop Supplies	5,197	6,000	7,200
2-08-10 Furn. & Equip. under $500			
2-08-15 Printing			
2-09-00 Training			
2-09-05 Training			
2-10-00 Travel			
2-10-05 Mileage			
2-10-10 Public Transport Fares			
2-10-15 Per Diem			
2-10-20 Registration Fees			
2-10-25 Lodging & Meals			
2-10-30 Other			
2-11-00 Vehicle Costs			
2-11-05 Fuel	343,348	319,372	383,246
2-11-10 License & Fees			
2-11-15 Oil & Lubricants	13,237	13,000	15,600
2-11-20 Replacement Parts	43,535	55,000	66,000
2-11-25 Tires	27,194	25,000	30,000
2-11-30 Vehicle Maintenance	56,051	60,000	72,000
2-11-35 Vehicle Painting			
2-11-40 Vehicle Interior Maintenance			
2-11-45 Freight			
2-11-50 Vehicle Repair			
2-12-00 Indirect Costs			
2-12-05 Indirect Costs			
TOTAL ELIGIBLE COSTS	**1,771,492**	**1,913,212**	**2,295,854**

NOTES:

(1) Includes actuals through June and projections for July, August and September.

(2) Includes 5316 FY14 actuals and FY15 operating budget for 3 months (July, August & September) for comparative purposes due to the consolidation of 5311 and 5316 grants.

(Operating Continued)			
REVENUES (specify)			
Fare Box Revenues (only fare box revenues reduced from Operating)	0	0	0
TOTAL REVENUES	0	0	0
NET OPERATING COSTS (total Operating less fare box revenues)	1,771,492	1,913,212	**2,295,854

NOTE: ** This number should match the number entered on Page 1, Section II – Summary of Budget Request

LOCAL SHARE SOURCES: Specify source, i.e., "fare box," "GRT," not a dollar amount.

LOCAL SHARE TOTAL (50%)	885,746	956,606	1,147,927

FEDERAL SHARE (50%)	885,746	956,606	1,147,927

C) CAPITAL BUDGET

ELIGIBLE CAPITAL COSTS

ITEM DESCRIPTION	2014 ACTUAL EXENDITURES (1)	2015 APPROVED BUDGET	2016 PROJECTED EXPENDITURES
3-01-00-Capital Costs			
3-01-05 Buildings			
3-01-10 Computers			
3-01-15 Furniture & Fixtures			
3-01-20 Radios & Base Stations			
3-01-25 Other Capital Expenses			788,000*
3-01-30 Benches/Signage			
3-01-35 Passenger Bus	120,000	300,000	559,490
3-01-40 Surveillance System			
3-01-45 15 Passenger Van (W/Lift)			
3-01-50 15 Passenger Van (W/O Lift)			
3-01-55 Bus Shelters			50,000
3-01-60 Mobile Radios			
TOTAL ELIGIBLE COSTS ***	120,000	300,000	1,397,490

NOTE: *** This number should match the number entered on Page 1, Section II – Summary of Budget Request

LOCAL SHARE SOURCES - Specify source, i.e., "fare box," "GRT," not a dollar amount.

*Other capital costs are as follows:

1. Final design for a Maintenance Facility, Fueling Station, and Wash Bay- $503,000
2. Emergency Electrical Generator- $60,000
3. Photo-Voltaic Power- $150,000
4. Satellite Facility property purchase in Taos or SF for vehicle storage- $75,000

TOTAL LOCAL SHARE (20%)	GRT-24,000	GRT-60,000	GRT- 279,498
FEDERAL SHARE (80%)	96,000	240,000	1,117,992

1. Why do you need this equipment (check all that applies)?

x	Replace existing vehicle(s) (LIST VIN, TYPE, MILEAGE, AND AGE OF EACH VEHICLE) SEE ATTACHED PAGE
	Establish service to new area
	Add wheelchair capacity to existing vehicles
	Increase number of vehicles available for demand responsive service
	Decrease vehicle size for service
	Increase vehicle size for service
	Improve passenger access to service

State price agreement for vehicles is available at this time (Web link to price agreement number)
Low Floor - http://dot.state.nm.us/content/dam/nmdot/Transit_Rail/LowFloorBus01-805-00-05591.pdf
Paratransit - http://dot.state.nm.us/content/dam/nmdot/Transit_Rail/ParatransitVan04-805-00-05591.pdf

Agencies have two options (1) order vehicle(s) from approved price agreement (Web link above) and (2) implement your own competitive bid procurement process

Description, quantity, and cost of capital items to be purchased:
Refer to Section 3-01-00 of this application (Capital Costs)

SEE ATTACHED PAGE

D) Please provide and check each item.

1. ____ Copy of Articles of Incorporation
2. ____ Copy of 501(c)3 Certification
3. __x__ Copy of most current audit
4. ____ If transit-related audit findings occurred, copy of corrective action response submitted to auditor

IV. Program Description

A. Check all that apply:

x	Fixed route – vehicles will travel on specific roads and stop at pre-designated locations according to a schedule
x	Demand response – vehicles pick people up when they need a ride (similar to a taxi service)
	Modified fixed route – vehicles travel from Point A to Point B but go out of the way to pick up or drop off passengers

B. List all the municipalities and counties served by your program:

Taos County, Santa Fe County, Rio Arriba County, Los Alamos County, City of	

Espanola, City of Santa Fe, Pueblo of Santa Clara, Pueblo of San Ildefonso, Pueblo of Tesuque	
Pueblo of Pojoaque, Nambé Pueblo, Ohkay Owingeh Pueblo, Town of Taos, Town of Edgewood	

C. This request for funding will (check all that apply):

	start up new services
	reduce service from current level
x	maintain service at current level
	expand existing service to additional areas

D. If applicable, please briefly describe the new or expanded service.

V. Description of Service Area

A) Check the most appropriate description of your community:

	Urbanized Area (UZA) or Large Urban areas with population of 200,000 or more
	Small Urban areas with population of 50,000 – 199,999
	Non-urbanized/Rural (50,000 people or less)

B) Please complete the following demographic information for your service area. Exact counts are preferred, but estimates are acceptable. For this section, you are describing the same population two different ways, so your total number of population served by ethnicity category should equal the total number of population by elderly or disabled status.

Ethnicity Category	Population	%
Black	2,135	0.9
Hispanic	106,588	44.93
Asian or Pacific Islander	2,775	1.17
American Indian or Alaskan Native	17,958	7.57
White	107,777	45.43
Other		
	*237,233	100

= TOTAL* =

%	Population	Elderly/Disabled Category
16.8	39,855	Elderly (non-disabled)
16.9	40,092	Persons with Disabilities (including elderly)
66.3	157,286	Other (everyone else)
100	*237,233	

*** These totals should equal.**

1. Source of Information (if other that US Census Bureau):

_____

2. Please provide and check:

x _____ Map of Service Area (on 8 ½ X 11 page)

VI. Ridership and Transit System Statistics

A) Complete years that are applicable

NCRTD provided routes; does not include routes operated by Los Alamos/City of Santa Fe

Line #	Category	2013	2014*	2015 Projected
1	Annual Ridership	192,460	202,083	212,187
2	Annual Mileage	963,488	1,011,662	1,062,245
3	Annual Vehicle Hours	44,973	45,872	46,789
4	Annual Revenues	Free Fares	Free Fares	Free Fares
5	Total Administrative Costs	602,550.00	723,060.00	751,982
6	Total Operating Costs	1,210,000.00	1,452,000.00	2,125,790
7	Total Non-capital Costs (line 5 + line 6)	1,812,550.00	2,175,060.00	2,877,772
8	Fare box Recovery (line 4/line 7)	Free Fares	Free Fares	Free Fares
9	Operating Recovery (line 4/line 6)	Free Fares	Free Fares	Free Fares
10	Total Cost per Hour (line 7/line 3)	40.30	47.42	61.50
11	Operating Cost per Mile (line 6/line 2)	1.26	1.44	2.00
12	Operating Cost per Hour (line 6/line 3)	26.90	31.65	45.43
13	Operating Cost per Trip (line 6/line 1)	6.29	7.19	10.02
14	Trips per Mile (line 1/line 2)	0.20	0.20	.20
15	Trips per Hour (line 1/line 3)	4.28	4.41	4.53

* Prorate statistics to end of FY.

VII. Vehicle and Fixed Assets Inventory – include all vehicles

Information for each vehicle is extended to the next page.
Please add additional sheets if necessary.

#	Make/Model	Year	Mileage	VIN #	(R = regular service, B = backup, S = spare)	Ambulatory/ Walk-On Psgr. Capacity.	Last Preventive Maint. Date	Wheel-chair Spaces (# of, or 0)	Lift / Ramp Equipped? (yes or no)	Condition (E = excellent, G = good, F = fair, P = poor)	Grant Source of Funding (e.g. '5311 FY09')	Estimated Replacement Date
1	FORD E-150	2000	221,950	1FMRE11LXYHB11753	S	N/A	3/6/13	0	N	G	RA COUNTY	2014
2	CHEVY/BRAUN UPLANDER	2008	61,294	1GBDV13W68D147585	R	6	5/13/14	1	Y	G	NMDOT	2015
3	CHEVY/BRAUN UPLANDER	2008	139,294	1GBDV13W98D151758	B	6	6/29/14	1	Y	F	NMDOT	2013
4	FORD/STARTRANS E-350	2008	162,294	1FD3E35L28DB32499	R	12	5/2/14	1	Y	F	NMDOT	2014
5	CHEVY/BRAUN UPLANDER	2007	164,199	1GBDV13W17D190620	B	6	5/7/14	1	Y	F	RA COUNTY	2014
6	CHEVROLET IMPALA	2008	80,305	2G1WB58K089185152	B	N/A	7/23/14	0	N	G	NCRTD	2015
7	FORD/BRAUN E-350	2008	181,696	1FT2S34L18DB44976	R	8	6/10/14	1	Y	F	NCRTD	2015
8	CHEVY/BRAUN UPLANDER	2008	158,950	1GBDV13W98D198966	R	6	6/17/14	1	Y	F	NCRTD	2015
9	GMC/GLAVAL C5500	2009	209,166	1GDE5V1969F406260	R	25	7/22/14	2	Y	F	NMDOT	2015
10	FORD/GOSHEN E-350	2009	132,248	1FDEE35L19DA52802	R	12	6/20/14	1	Y	G	NMDOT	2016
11	FORD/GOSHENE-350	2009	13,248	1FDEE35L49DA52776	R	12	7/24/14	1	Y	G	NMDOT	2016
12	FORD/STARTRANS E-350	2010	169,225	1FDEE3FL5ADA05971	R	12	7/1/14	1	Y	G	NMDOT	2017
13	CHEVROLET 2500HD	2011	40,250	1GB1KVCG0BF146214	R	N/A	8/20/14	0	N	G	TAOS/RAC GRT	2017
14	CHEVY/GLAVAL E3500/TITAN II	2010	135,557	1GB9G5BGXA1156203	R	18	7/22/14	2	Y	G	TESUQUE	2015
15	CHEVY/GLAVAL E3500/TITAN II	2010	147/418	1GB9G5BG7A1155414	R	18	6/4/14	2	Y	G	SANTA CLARA	2015
16	CHEVY/GLAVAL E3500/TITAN II	2010	132,207	1GB9G5BG2A1156034	R	18	6/19/14	2	Y	G	TAOS GRT	2016
17	CHEVY/GLAVAL E3500/TITAN II	2010	108,239	1GB9G5BG7A1156126	R	18	6/20/14	2	Y	G	RAC GRT	2017

#	Make/Model	Year	Mileage	VIN #	Status (**R** = regular service, **B** = backup, **S** = spare)	Ambulatory/ Walk-On Psgr. Capacity.	Last Preventive Maint. Date	Wheel-chair Spaces (# of, or 0)	Lift / Ramp Equipped? (yes or **no**)	Condition, **G** = good, **F** = fair, **P** = poor)	Grant Source of Funding (e.g. '5311 FY09')	Estimated Replacement Date
18	CHEVY/GOSHEN/E3500/PACER II	2011	91,205	1GB3G2BG2B1110676	R	12	6/25/14		Y	G	RAC GRT	2017
19	CHEVY/GOSHEN/E3500/PACER II	2011	115,000	1GB3G2BG7B1111225	R	12	5/23/14	1	Y	G	TAOS GRT	2016
20	CHEVY/GOSHEN/E3500/PACER II	2011	108,574	1GB3G2BG3B1110198	R	12	5/22/14	1	Y	G	POJ PUEBLO	2017
21	FORD TAURUS	2000	67,419	1FAFP522XYG249335	B	N/A	4/14/14	0	N	G	TAOS/RAC GRT	2017
22	FORD CROWN VIC	2001	110,184	2FAFP73W41X136736	R	N/A	5/20/14	0	N	F	TAOS/RAC GRT	2016
23	INTER/CHAMPION/4300/DEFEN	2011	102,463	5WEASAAN4CJ592562	R	40	6/22/14	2	Y	G	TAOS/RAC GRT	2017
24	INTER/CHAMPION4300/DEFEN	2011	97,127	5WEASAAN6CJ592563	R	40	6/23/14	2	Y	G	TAOS/RAC GRT	2017
25	INTER/CHAMPION,4300/DEFEN	2011	94,658	5WEASAAN2CJ592561	R	40	6/29/14	2	Y	G	TAOS/RAC GRT	2017
26	FORD/GLAVALF550/ENTO	2011	118,101	1FDGF5HT5BEC64020	R	28	5/23/14	2	Y	F	5311 OPR	2016
27	FORD/STARTRANSE-350/CAND	2010	94,272	1FDEE3FL5ADA55897	B	14	6/22/14	0	N	F	NMDOT	2016
28	FORD/GLAVALR550/ENTO	2011	95,396	1FDGF5GT9BED06710	R	28	6/23/14	2	Y	G	ST OF GOOD RPR	2016
29	FORD/GLAVALF550/ENTO	2011	100,709	1FDGF5GT2BED06709	R	28	6/15/14	2	Y	G	ST OF GOOD RPR	2017
30	CHEVY/GLAVAL/E3500/TITAN II	2011	88,313	1GB3G3BG1B1177050	R	13	7/3/14	2	Y	G	ST OF GOOD RPR	2017
31	CHEVY/GLAVAL/E3500/TITAN II	2011	146,023	1GB3G3BG3B1175817	R	13	7/9/14	2	Y	G	ST OF GOOD RPR	2015
32	CHEVY/GLAVAL/E3500/TITAN II	2011	75,239	1GB3G3BG4B1176409	R	13	8/12/14	2	Y	G	ST OF GOOD RPR	2017
33	CHEVY/GLAVAL/E3500/TITAN II	2011	107,293	1GB3G3BG0B1176634	R	13	7/24/14	2	Y	G	ST OF GOOD RPR	2018
34	CHEVY/GLAVAL/E3500/TITAN II	2011	112,813	1GB6G5CG5B1111463	R	18	6/24/14	2	Y	G	ST OF GOOD RPR	2017
35	CHEVY/GLAVAL/E3500/TITAN II	2011	82,278	1GB3G3BGXB1176494	R	13	8/15/14	2	Y	G	ST OF GOOD RPR	2017
36	FORD/BRAUN/E350/BRAUN	2011	58,560	1FTDS3EL4BDB25739	R	8	6/17/14	1	Y	G	ST OF GOOD RPR	2018
37	FORD/BRAUN/E350/BRAUN	2011	117,479	1FTDS3EL0BDB25740	R	8	6/27/14	1	Y	F	ST OF GOOD RPR	2016
38	FORD/BRAUN/E350/BRAUN	2011	71,128	1FTDS3DL2BDB25741	B	8	7/12/14	1	Y	G	ST OF GOOD RPR	2018
39	CHEVY/GLAVAL/E4500/TITAN II	2014	38,028	1GB6G5BG3D1193259	R	14	6/5/14	1	Y	E	ST OF GOOD RPR	2019
40	CHEVY/GLAVAL/E4500/TITAN II	2014	32,011	1GB6G5BG3D1192452	R	14	6/25/14	1	Y	E	ST OF GOOD RPR	2019
41	CHEVY/GLAVAL/E4500/TITAN II	2014	23,355	1GB6G5CG8E1106004	R	18	6/13/14	1	Y	E	ST OF GOOD RPR	2019
42	Freightliner/Champion/M2 Defender	2014	20,125	1FVACXDT4EHFT140	R	28	7/9/14	2	Y	E	ST OF GOOD RPR	2021
43	Chevrolet/s-10 Blazer	2001	81,629	1GB6G5CG8E1106004	B	N/A	5/6/14	N/A	N/A	G	GRT CAPITAL	2020

44	CHEVY/GLAVAL/E4500/TITAN II	2014	4,955	1GB6G5BG0E1128628	R	20	6/9/14	2	Y	E	ST Cap Funding	2019
45	CHEVY/GLAVAL/E4500/TITAN II	2014	5,367	1GB6G5BG0E1129010	R	20	6/10/14	2	Y	E	ST Cap Funding	2019
46	CHEVY/GLAVAL/E4500/TITAN II	2014	11,914	1GB6G5BG0E1170295	R	14	8/13/14	1	Y	E	5311 Capital	2019
47	CHEVY/GLAVAL/E4500/TITAN II	2014	11,148	1GB6G5BG0E1169783	R	14	8/13/14	1	Y	E	5311 Capital	2019
48	Big Tex/Trailer/18P	2013	N/A	16VPX1820D2369400	B	N/A	8/2/14	N/A	N/A	E	GRT CAPITAL	2023

VII. Vehicle Inventory – include all vehicles

#	Category	Length	Approx GVW	# of Seats	Average Cost	Minimum Life		Vehicle /w Gas	Vehicle /w Diesel (D) or Alternative (A)	Maturity Date	If purchased w/ ARRA funds= A
						Year	Miles				
1	VAN	15'	7000	10	26,000	4	100,000	G		2005	
2	MINI VAN	14'	5800	6	32,320	4	100,000	G		2013	
3	MINI VAN	14'	5800	6	28,000	4	100,000	G		2012	
4	CUTAWAY	20'	12,000	13	70,000	4	100,000	G		2012	
5	MINI VAN	14'	5800	6	32,320	4	100,000	G		2012	
6	SEDAN	17'	4700	4	17,800	4	100,000	G		2012	
7	EXTD VAN	18'	9500	8	37,389	4	100,000	G		2012	
8	MINI VAN	14'	5800	6	32,320	4	100,000	G		2012	
9	BUS	32'	16,000	25	102,167	5	150,000		D	2014	
10	CUTAWAY	20'	12,000	13	70,000	4	100,000	G		2013	
11	CUTAWAY	20'	12,000	13	70,000	4	100,000	G		2013	
12	CUTAWAY	20'	12,000	13	70,000	4	100,000	G		2014	
13	CREW CAB	18'		4	34,000	4	100,000	G		2015	
14	BUS	26'	14,200	18	77,106	5	150,000	G		2015	
15	BUS	26'	14,200	18	77,106	5	150,000	G		2015	
16	BUS	26'	14,200	18	77,106	5	150,000	G		2015	
17	BUS	26'	14,200	18	77,106	5	150,000	G		2015	
18	CUTAWAY	20'	12,000	13	70,000	4	100,000	G		2015	
19	CUTAWAY	20'	12,000	13	70,000	4	100,000	G		2015	
20	CUTAWAY	20'	12,000	13	70,000	4	100,000	G		2015	
21	SEDAN	13'	4000	4	17,000	4	100,000	G		2004	

22	SEDAN	14’	4000	4	22,000	4	100,000	G		2005	
23	BUS	40’	27,500	40	151,795	9	200,000		D	2020	
24	BUS	40’	27,500	40	151,795	9	200,000		D	2020	
25	BUS	40’	27,500	40	151,795	9	200,000		D	2020	
26	BUS	32’	19,500	28	111,368	5	150,000		D	2016	
27	BUS	20’	12,000	14	35,000	4	100,000	G		2014	
28	BUS	32’	19,500	28	107,767	5	150,000		D	2016	
29	BUS	32’	19,500	28	107,767	5	150,000		D	2016	
30	BUS	20’	12,000	13	68,728	4	100,000	G		2015	
31	BUS	20’	12,000	13	68,728	4	100,000	G		2015	
32	BUS	20’	12,000	13	68,728	4	100,000	G		2015	
33	BUS	20’	12,000	13	68,728	4	100,000	G		2015	
34	BUS	26’	14,200	18	77,987	5	150,000	G		2016	
35	BUS	20’	12,000	13	68,728	4	100,000	G		2015	
36	EXTD VAN	15’	9500	8	44,636	4	100,000	G		2015	
37	EXTD VAN	15’	9500	8	44,636	4	100,000	G		2015	
38	EXTD VAN	15’	9500	8	44,636	4	100,000	G		2015	
39	BUS	20’	12,000	14	75,245	5	150,000	G		2017	
40	BUS	20’	12,000	14	75,245	5	150,000	G		2017	
41	BUS	26’	14,200	18	78,074	5	150,000	G		2017	
42	BUS	32’	19,500	28	149,966	7	200,000		D	2017	
43	SUV	12’	3,000	N/A	1,000	7	150,000	G		2014	
44	BUS	26’	14,200	20	83,504	5	150,000	G		2017	
45	BUS	26’	14,200	20	83,504	5	150,000	G		2017	
46	BUS	20’	12,000	14	75,245	5	150,000	G		2017	
47	BUS	20’	12,000	14	75,245	5	150,000	G		2017	
48	TRAILER	20’	2,000	N/A	3,600	15	N/A	N/A		2017	

VII. Other Fixed Assets:

Transit-related items purchased with FTA funds that have been purchased within the **last five years** and have not been disposed.
(Please add additional sheets if necessary.)

#	Year purchased	Description of Item	Physical Location (if mobile item =M)	Item Assigned to (Name)	Purchase Date	Make	Model Serial #	Purchase Price	IF ARRA =A
1	2008	Copier	Espanola	Office Staff	3/19/2008	Toshiba		7,976.00	5311
2	2008	Bike Racks & install	M	Gus Martinez	7/3/2008			3,207.00	5311
3	2008	Bike Racks & Install	M	Gus Martinez	9/29/2008			10,362.00	5311
4	2010	Bike Mounting Brackets	M	Gus Martinez	4/7/2010			2,051.79	5311
5	2009	Land/Building	Espanola	NCRTD Board	7/15/2009			1,696,978.00	A
6	2012	4 Post bus lift	Espanola	Gus Martinez	3/9/2012			15,979.46	5311
7	2012	2-rolling bridge Jacks	Espanola	Gus Martinez	3/9/2012			13,800.36	5311
8	2012	80 gal air compressor	Espanola	Gus Martinez	3/9/2012			2,950.04	5311
9	2012	4-3/8 air hose	Espanola	Gus Martinez	3/9/2012			1,800.20	5311
10	2012	Wheel Balancer	Espanola	Gus Martinez	3/9/2012			10,962.45	5311
11	2012	Truck Tire Changer	Espanola	Gus Martinez	3/9/2012			8,950.00	5311
12	2009	Shelters	M	Gus Martinez	8/10/2009			199,033	5311
13	2013	Trash cans	M	Gus Martinez	6/12/2013			1260.00	5311
14	2013	Benches	M	Gus Martinez	6/12/2013			17,000.00	5311
15	2013	Schedule holders	M	Gus Martinez	6/4/2013			29,637.00	5311
16	2013	Signs	M	Gus Martinez	Multiple			7326.00	5311

CERTIFICATION: I certify that the information given in Section VII of this application is complete, accurate, and true to the best of my knowledge. Signature:_____Title:_____

VIII. Civil Rights

A) Please provide a list of any active law suits or complaints naming your organization/agency with alleged discrimination on the basis of race, color, sexual preference, or national origin with respect to service or other transit benefits.
NONE
If there have not been any lawsuits or complaints, please respond "NONE."

B) Also provide a summary of all civil rights compliance review activities conducted during the last three (3) years. The summary shall include:

1. Purpose or reason for review;
2. Name of organization performing the review;
3. Summary of findings and recommendations of the review; and
4. Report on the findings and recommendations of the review.

Please respond "N/A" if not applicable.
N/A

C) Finally, provide a list of any additional transit related funds or applications currently in place, which will supplement this grant. Please respond "N/A" if not applicable.
This year we applied for a TIGER grant for a vehicle maintenance facility, fuel station and wash bay, as well as for automatic passenger counters. We are waiting to hear back on both TIGER applications. We were awarded TAP funds for the assessment and creation of an ADA Transition Plan, as well as construction of necessary upgrades. The NCRTD applied on behalf of its member Pueblos for 5311(c) Tribal Transit Funds, member Pueblos did receive formula and/or discretionary funding.

IX. Program Coordination

A. Please attach a description of your efforts to coordinate service with other organizations (i.e. senior centers, other §5310, and §5311 providers), local governments, etc.

The North Central Transit District's (NCRTD) role is coordination of all transportation providers in the four-county member area. The approved Service Plan (page 1) states the role of the NCRTD is to move in a phased approach towards the overall responsibility for operations, undertaking regional transit planning, market development, public information and service coordination functions. This was begun with the certification of the NCRTD in September 2004 and continues to this day following the guidance of the Service Plan, applying industry standards with compliance to State and Federal regulations.
As the needs of the district residents become more clearly identified, the existing services will expand, affording coordinated efforts to maximize assets, and serve the clientele with a multi-modal approach to mobility.
Many of our bus stops are located at senior centers, or community centers especially in smaller rural communities. This coordinates our transit opportunities with existing transportation for greater opportunities to the senior rider. The NCRTD also has bus stops at the Espanola Valley Hospital, the Santa Fe Indian Hospital, and St Vincent's Hospital in Santa Fe providing transportation to major medical areas in the service area.
The NCRTD coordinates stops and routes with the Town of Taos Chile Line, Los Alamos Atomic City Transit, City of Santa Fe Santa Fe Trails, the NMDOT Park and Ride as well as the Rail Runner. In January 2010 the NCRTD began a new route connecting with the Rail Runner at the 599 train stop, and has two other routes that connect at the South 19Capital Complex.
Our board is comprised of local government elected officials who are involved in the Operations of the NCRTD in their representative communities ensuring coordination with

member entities and other transit services in those areas.

B. Please document when and where your public notice appeared and discuss the responses received.

Please attach a copy of your affidavit of public notice of your intent to apply for federal funds here.

C. Please check all that apply and provide copy:

ALL APPLICANTS MUST PROVIDE THE FOLLOWING	
x	- Municipal, Board, or Council: Letter of Resolution of Support including dollar amount for local match
x	- Copy of Affidavit of Public Notice of Agency's Intent to Apply for Federal Funds

Please mark as "N/A" if not applicable.

D. Please check all that apply and provide copy:

IF AGENCY HAS PUBLIC HEARING PROVIDE THE FOLLOWING:	
n/a	- Copy of Published Public Hearing Notice
n/a	- Affidavit of Publication of Public Hearing Notice
n/a	- Minutes of Public Hearing, Copies of Exhibits and Written Statements

Please mark as "N/A" if not applicable.

X. Program Justification

Please attach an essay no longer than **five pages**. The Operations Profile in Section XI will not be counted as part of these five pages. Explain in detail the need for this program. Please include any changes or expansions in your program and tie them to your budget request. Please include your mission statement, goals and objectives for your program for this Application Year.

Mission Statement:
The District, being a governmental entity, a multimodal public transit district formed pursuant to **NMSA 1978 Chapter73, Article 25 (2003)**, recognizes as its purpose the development, operation, management, and improvement of transportation systems serving residents in the North Central New Mexico Region.

The Mission of the NCRDT is to provide safe, secure and effective public transportation within North Central New Mexico, in order to enhance the quality of life of our citizens by providing transit options, and to spur economic development throughout the region.

Goals and Objectives:

Goal 1: Establish a reliable and adequate source of financing for NCRTD transit services.

Objectives:

- Secure stable local funding through tax option in RTD legislation to match federal funds and state funds (should they become available).
- Maximize the utilization of available federal funds.

- Advocate for state funding for public transportation to allow a federal/state/local partnership on transit funding.
- Explore public/private partnerships.
- Explore creative financing opportunities that have been successfully used by other transit systems and local governments.

Goal 2: Increase personal mobility so that more people can contribute to, and participate in, the economic and social life of the larger community.

Objectives:

- Provide local and regional connecting service into and from the geographic boundaries of the NCRTD to major employment and community centers.
- Provide this service not only during commute times but throughout the day as well.
- In addition to fixed route service, support commute options such as carpool, vanpool, and inter regional bus services.
- Either provide the service directly or through a contract provider, depending on costs, equipment and other operating issues.
- Develop a marketing and advertising strategy to increase awareness of this type of service.

Goal 3: Ensure that citizens of the NCRTD have access to critical lifeline services.
Objectives:

- Develop frequent, convenient and fully accessible service for the special needs population which prioritizes access to medical and special care services, and also strives to provide access to other services that contribute to a better quality of life for this segment of the population.
- Work with local coalitions of transportation and social service providers, community and advocacy groups and individuals to identify community needs and prioritize service investments.

Goal 4: Ensure that the NCRTD Service Plan is consistent and complementary to the Regional Transportation Policy Plan.
Objectives:

- NCRTD is an active member of the NPRPO and the Santa Fe MPO.
- Quantify the benefits of an effective network of public transportation services and serve as an advocate for utilizing transit to help meet the Regional Transportation goals of the area.

Goal 5: Develop a set of performance measures that maximizes the use of all funds made available to the NCRTD.
Objectives:

- Establish a monitoring system that tracks trends in system performance, and overall success in providing quality public transportation services for residents of the NCRTD.
- Assist communities in developing new or improved ways of combining resources to fund the highest priority needs.
- Chart investments, service improvements and ridership over time to determine the best approach to providing services.

Goal 6: Reduce dependence on the private auto to contribute to improved air quality, reduce urban sprawl and lower levels of traffic congestion.
Objectives:

- Introduce a broad range of transit services that serves different markets.
- Develop high quality service that is complementary to the other modes, and is competitive with the private auto in terms of comfort, safety and convenience.
- Integrate transit service and land use policies.

The formation of the NCRTD has provided opportunities and challenges for the member jurisdictions and those jurisdictions have approached these challenges with a sincere commitment to improve public transportation services to its residents. The NCRTD is authorized to provide transit service within the counties of Rio Arriba, Santa Fe, Taos, and Los Alamos and to six Pueblos located within the RTD boundaries. The individual transit systems within the RTD are a partnership between either a municipality or a County and an organization (private company, non-profit agencies or the municipality/County itself) which operates the system.

As outlined in the NCRTD Service Plan the demographics and travel habits of the residents of the RTD service area are quite diverse, however there is a demonstrated need and desire for collaborative transit services. Residents agree that economy, environment, and an aging population in the service area are all contributing factors for creating reliable and affordable transit service.

The NCRTD recently completed a Service Plan Update and worked with KFH Group. The NCRTD is currently working with KFH Group to create timetables and routes based on the recommendations of the service plan update. it is anticipated that the changes will begin being implemented in January 2015.

The NCRTD utilizes the Section 5311 grant to provide the basis of its funding. We have also applied for the Tribal Transit Grants on behalf of our six tribal members, and we utilized the Veteran's grant to fund the AVL/CAD project in 2013. Using these grants provides optimum leveraging of federal dollars available, with the use of local match from the Los Alamos Gross Receipts Tax and the NCRTD Gross Receipts Tax. The NCRTD was successful in November of 2008 passing its own Gross Receipts Tax, which will be used not only for match but also for expansion of routes, times, and service days.

In FY 2006-2007 the combined ridership for the City of Espanola and Rio Arriba 5311 funded services was 25,053. For Fiscal Year 2010-2011 our total NCRTD funded ridership was 374,199, with the Fiscal Year 2011-2012 ridership going up to 431,941. Fiscal Year 2012-2013 saw ridership increase again to 462,173.

The NCRTD is unlike most other single entity applicant. We do not have the benefit of administrative services afforded to most counties or municipalities. For instance, the NCRTD must provide financial personnel, legal personnel as well as third party vehicle maintenance. We are able to obtain insurance through the New Mexico Self Insurers Fund, providing general liability insurance and property insurance that are allocated by most counties or municipalities across their various services provided. Also unlike any other applicant, the NCRTD's service area is at least four times greater, spanning over 10,000 square miles. Thus, our administrative and operating budgets are larger than most applicants, cost per trip is greater as most of our fixed routes average between 20-50 miles one way. (With one route, Chama to Espanola, being 82 miles one way.)

2013 has seen several route changes due to review of effectiveness and efficiency. The Las Trampas route was analyzed and due to low ridership and high cost per rider, the routing was assessed and a route modification was implemented. Also, the NCRTD assessed the following routes and modified the routes so as to improve service, sustainability, and interconnectivity:

- Taos
- Tesuque
- Pojoaque
- 599
- Questa
- Edgewood
- Riverside

As previously noted, the NCRTD is currently working with the KFH Group on the creation of routes and timetables that reflect the NCRTD Board's recent adoption of the 5 Year Service Plan Update. The routing and timetable project is anticipated to be completed by the end of 2014. The recommendations within the service plan update will be implemented throughout the upcoming years.

XI. Operations Profile

(Items to be included in the application)

1. Table of Contents
2. Organizational Structure
3. Mission Statement
4. Brief Description of Transit Program
    a. Service area
    b. Route design
    c. Schedule (days and hours of operation)
    d. Fare structure (amounts, how set and by whom?)
    e. Advertising/marketing
5. Administrative Employees
    a. Title and job description
    b. Appearance and conduct
    c. Training plan
6. Qualified Drivers and Dispatchers
    a. Hiring procedure
    b. Background check
    c. Driver record
    d. Valid drivers license
    e. Training plan
    f. Job description
    g. Appearance and conduct
7. Vehicle fleet
    a. Number of vehicles with NMDOT lien
    b. Number of vehicles with NO NMDOT lien
    c. Maintenance schedules
    d. Inspection procedures
    e. Vehicle replacement
8. Accident/Incident Reporting Procedures
    a. Insurance forms in vehicle
    b. Accident/incident reporting forms in vehicle
9. Passenger policy and procedure

XIII. Checklist

THE FOLLOWING ITEMS MUST BE INCLUDED WITH THIS APPLICATION. SHOULD ANY OF THESE ITEMS BE MISSING OR INCOMPLETE, THE APPLICATION MAY BE REJECTED BY THE NEW MEXICO DEPARTMENT OF TRANSPORTATION. THIS CHECKLIST MUST BE SUBMITTED WITH THE APPLICATION. DO NOT LEAVE ANY ITEMS BLANK.

SECTION	DESCRIPTION	CHECK ✓
I	Applicant Information **(signed)**	
II	Summary of Budget Request	
III	Financial Information	
	A. - Administrative Budget	
	B. - Operating Budget	
	C. - Capital Budget	
	D. - Provide the following:	
	1 - Copy of Articles of Incorporation	
	2 - Copy of 501(c)3 Certification	
	3 - Copy of most current audit (one COMPLETE copy)	
	4 - If transit-related audit findings occurred, copy of corrective action response submitted to auditor	
IV	Program Description	
V	Description of Service Area	
	- complete demographic information	
	- provide Map of Service Area (on 8 ½ X 11 page)	
VI	Ridership and Transit System Statistics	
VII	Vehicle Inventory (include all vehicles) and Other Fixed Assets	
	- complete all vehicle and transit-related inventory lists	
	- sign Inventory Certification	
VIII	Civil Rights	
IX	Program Coordination	
	- Copy of your affidavit of public notice of your intent to apply for federal funds	
	- Municipal - Board – Council: Letter of Resolution of Support	
	If Applicable:	
	- Copy of Published Public Hearing Notice	
	- Affidavit of Publication of Public Hearing Notice	
	- Minutes of Public Hearing, Copies of Exhibits and Written Statements	
X	Program Justification	
XI	Operations Profile	
XII	Checklist	

MAIL ONE APPLICATION WITH ORIGINAL SIGNATURE AND ONE ADDITIONAL COPY POSTMARKED NO LATER THAN SEPTEMBER 5, 2014 APPLICATIONS POSTMARKED AFTER THIS DATE WILL NOT BE CONSIDERED.

FAX AND E-MAIL COPIES OF YOUR APPLICATION WILL NOT BE ACCEPTED.

Please be aware that if your application is selected for funding, you will be required to submit signed copies of the FTA Certifications and Assurances and the FTA Civil Rights Reporting Form

FY 15/16 CAPITAL REQUEST

PRI. #	UNIT #	CURRENT DESCRIPTION	REPLACE WITH	YEAR	CURRENT MILES	PROJECTED MILES AT DISPOSAL	ESTIMATED REPLACEMENT COST	JUSTIFICATION CODES
NCRTD-FY 15/16 CAPITAL REQUEST (rolling stock)								
1	T-502	Bus, 12 Passenger, ADA Accessible, Cutaway	Bus, 14 Passenger, ADA Accessible, Cutaway	2008	151,862	177,172.33	$75,245.00	A,B,C
2	T-510	Van, 8 Passenger	Bus, 14 Passenger, ADA Accessible, Cutaway	2000	220,707	236,471.79	$75,245.00	A,B,C
3	T-534	Bus, 25 Passenger, ADA Accessible, Cutaway	Bus, 34 Passenger, ADA Accessible, Cutaway	2009	202,250	242,700.00	$155,000.00	A,B,C
4	T-537	Bus, 12 Passenger, ADA Accessible, Cutaway	Bus, 18 Passenger, ADA Accessible, LPG	2010	156,734	195,917.50	$97,000.00	A,B
5	T-552	Bus, 14 Passenger, Cutaway	Bus, 18 Passenger, ADA Accessible, CNG	2010	86,675	108,343.75	$107,000.00	A,B
6	T-ADD1		Van, 4 Passenger, ADA Accessible, (MV)				$50,000.00	D
							$559,490.00	
NCRTD-FY 15/16 CAPITAL REQUEST (equipment)								
1	T-ADD1		Bus Shelters/Signage				$50,000.00	E
							$50,000.00	
						Grand Total:	***$609,490.00***	

JUSTIFICATION CODES

A *=MEETS AGE REQUIREMENT*

B *=MEETS MILES REQUIREMENT*

C *=IN NEED OF MAJOR REPAIRS AND/OR EXCESSIVE REPAIRS TO DATE*

D *=BELOW 20% FTA REQUIREMENT OF ADDITIONAL UNITS*

E *=NEEDED FOR NEW PROGRAM*

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: September 5, 2014

Agenda Item – D

Title: FY 2015 5311 Capital Bus Procurement

Prepared By: Mike Kelly, Transit Operations & Facilities Director

Summary: Procurement of one 34 passenger bus.

Background: On February 1, 2013 the board approved the award of NCRTD Purchase Agreement no. NCRTD-2012-001 for purchasing buses, which was solicited for bids on December 12, 2012. On May 8, 2014 the FY 2015 5311 Capital Funding of $300K was awarded to the District by the New Mexico Department of Transportation for the purchase of 3 buses. At this time the District desires to purchase one bus: 1-34 passenger bus in the amount of $155,573.00. There are 3 buses listed for this 5311 grant:
1 – 34 passenger @ $155,373.00
1 – 18 passenger @ $ 97,000.00
1 – ADA van @ $50,000.00

The ADA van is a new type of ADA accessible van and has to be presented as a sole source procurement with a separate agenda item to the Board.
The 18 passenger bus is an alternative fuel vehicle and is part of the Alternative Fuels Analysis that was approved by the Board on August 2, 2013. The Board approved 2 – 18 passenger buses to be procured, one LNG fuel and one CNG fuel. Both were to be ordered and manufactured at the same time in order to test identical vehicles for a future alternative fuel for the District. The 18 passenger CNG bus will come from state funding source that will be awarded later this year.

Recommended Action: Authorize the Executive Director to purchase 1-34 passenger buses in the amount of $150,490.00 from National Bus Sales.

Options/Alternatives:

1. Not approve award which would jeopardize funding allocation;
2. Approve the recommendations;

3. Provide staff with further Board direction. .

Fiscal Impact: The expenditure of $31,151.00 from reserves budgeted for capital expense, Grant funding match, for the remaining cost for the purchase of the bus. Grant 5311 will provide $124,602.00. There will be $175,398.00 remaining in Grant 5311 for future bus purchases.

Attachments: Pricing and PO with options summary.

PRICING AND OPTIONS SUMMARY

ITEM Description	Base Price	QTY	Amount
BUS, 34 PASSENGER, ADA EQUIPPED	$153,966.00	2	$153,966.00
OPTIONS			
A) CURB-SIDE BLIND SPOT CAMERA	$1,985.000	1	$1,985.000
D) REAR BACKUP VIEW CAMERA	$492.00	1	$492.00
E) THREE BIKE RACK IN LIEU OF TWO	$550.00	1	$550.00
L) 34 PASSENGER CAPACITY IN	-$1,450.00	1	($1,450.00)
LIEU OF 40 PASSENGER			
	TOTAL:		**$155,573.00**

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: Sept 5, 2014

Agenda Item - E

Title: Appointment of members to the Sustainability Committee

Prepared By: Mike Kelly, Transit Operations and Facilities Director

Summary: The proposed action appoints members to the Sustainability Committee. The Committee's task will be to recommend goals, and objectives and to facilitate the success of the newly adopted Sustainability Plan.

Background: In February, 2014, the Board adopted the Sustainability Plan. The plan calls for the establishment of a Sustainability Committee that would set goals, measurements and provide reports of progress on sustainability initiatives and goals to the Board. The Sustainability Committee Charter was approved by the Board on March 7, 2014. On June 6, 2014 the Board approved four (4) initial members of the committee. Those were Councilor Pete Sheehey of Los Alamos, Collin Messer from the State Energy and Minerals Department, Tony Mortillaro, Executive Director, and Mike Kelly, Operations Director. Staff is recommending three (3) additional appointments at this time:

1. Katherine Mortimer: Katherine is the Sustainable Santa Fe Programs Manager for the City of Santa Fe. In that role she is staff to the Sustainable Santa Fe Commission and a member of the Santa Fe Food Policy Council. The mission of the program is to both reduce Santa Fe's greenhouse gas emissions and to make the community more resilient to respond to the effects of climate change. Katherine has 30 years of experience in environmental planning and design, mostly in the San Francisco Bay area. She has a bachelor of architecture from the California College of the Arts, with honors, and a Masters in Landscape Architecture - Environmental Planning from the University of California at Berkeley.

2. Erik Aaboe: Erik has been Assistant County Manager for Santa Fe County since December, 2013. Previously, he served as Energy Specialist for the County and as the Energy Efficiency Lead by Example Coordinator for the State of New Mexico. He worked for 18 years in the New Mexico Environment Department's Air Quality Bureau, ending his tenure there as its Operations Manager. Prior to employment in state government, he worked in sales and operations at a Santa Fe solar and energy conservation building products company and as a workshop coordinator and researcher for the New Mexico Solar Energy Association. He has a Bachelor's degree in Geology / Earth and Environmental Science from Yale University and a Master's degree in Geography / Geographic Information Systems from the University of New Mexico.

3. Erick Aune: Erick currently serves as Vice-President for the New Mexico Chapter of the American Planning Association and has been professionally certified through the American Institute of Certified Planner's since 1999 and works for the Santa Fe Metropolitan Planning Organization as a Transportation Planner where they are completing their first Pedestrian Master Plan and Public Transit Master Plan. Erick has practiced land use and transportation planning in the Southwest for eighteen years and began his career working for the USDA Rural Development AmeriCorps Program in Aztec, NM. He has served as Planning Director for La Plata County, CO and Aztec, NM and worked with the New Mexico MainStreet Program as an Economic Development Consultant. Erick graduated from Michigan State University with a M.S. in Natural Resource Development and is a 2007 Fellow of the Regional Institute of Health and Environmental Leadership and served as a Local Government Specialist in Albania working for the Peace Corps.

Recommended Action:
It is recommended that the board consider appointing Katherine Mortimer, Erik Aaboe and Erick Aune as members to the Sustainability Committee.

Options/Alternatives:
- Appoint members to the Sustainability Committee, (recommended); or
- Do not appoint members to the Sustainability Committee. This would leave the Sustainability
- Plan as an approved document with no oversight of implementation or progress or measurement; or
- Provide additional direction to staff with alternative appointments for the Sustainability Committee.
-

Fiscal Impact: N/A.

Attachment: None

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: September 5, 2014

Agenda Item – F

Title: Award of Long Range Transit Service Plan (LRTSP)

Prepared By: Anthony J. Mortillaro, Executive Director

Summary: Recently the NCRTD updated its five year Short Term Transit Service Plan which was adopted by the Board in April, 2014. The NCRTD has been lacking a Long Range Transit Service Plan that has a 20+ year horizon.
The purpose of this LRTSP is to utilize the data and information generated from the recently created short term service plan and to build upon the Public Transit Master Plan project that is currently being developed for the Santa Fe Metropolitan Planning Organization (which covers only that portion of Santa Fe County within the MPO Boundaries and all service providers therein); to utilize information from Atomic City Transit's current update to its Short Range Transit Service Plan; State of New Mexico's efforts in creating a State Wide Long Range Multimodal Transportation Plan; Rio Metro District's Long Range Strategic Plan; and to integrate this information into a coherent comprehensive Long Range Transit Service Plan and Vision for the NCRTD. By integration of the relevant data and outcomes from those aforementioned studies into a Long Range Transit Service Plan, it will allow the District to assess that information inorder to develop a vision and a clear path to the future for transit service in its four county area for the next twenty years. Furthermore, development of this Long Range Transit Plan will assure consistency with other adopted local, regional, and state plans, and policies and rules.
With the NCRTD reaching its ten year milestone in 2014, the plan will serve as a guide for the NCRTD to sharpen its focus and structure, and to allocate, energize and define its path in the four county region. This plan is about future opportunities that lie ahead and to provide a safe, reliable and revolutionized mode of transporation.

Background: In May 2006 the District Board adopted a comprehensive Transit Service Plan. In October of 2008 an update of the existing Service Plan was conducted and adopted by the Board. The Service Plan updated in 2008 had a five year time frame and an update of the Plan was anticipated for 2013. The Board adopted a Short Range Transit Service Plan in April 2014.

During the development of the Fiscal Year 2015 Budget Staff requested funding from the New Mexico Department of Transportation Rail and Transit Division and was awarded a grant amount of $64,000 representing 80% of the estimated cost ($80,000) for the preparation of a LRTSP. After approval of the budget incorporating the funds for the LRTSP, staff prepared a Request for Proposals (RFP) and provided a legal notice in the Albuquerque Journal and Rio Grande Sun announcing the RFP solicitation. The RFP was issued on June 16, 2014 and proposals were due on August 15, 2013. Two proposals were submitted. A selection committee determined that both proposals did merit further consideration. The two proposers were invited to continue in the process and to present their proposals in an interview process to the selection committee on August 29, 2014. Based upon the results of the two processes the selection committee is recommending award to Felsburg, Holt & Ullevig.

Recommended Action:

1. Award the contract for the Long Range Transit Service Plan update to Felsburg, Holt & Ullevig ;and
2. Authorize the Executive Director to execute a contract with KFH Group in an amount of $80,000.00 (not inclusive of GRT) and set a project budget amount of $96,400.00 which is inclusive of GRT and which allocates an additional amount of funding for public meetings as needed.

Options/Alternatives:

1. Take no action; or
2. Adopt the recommendations, (recommended); or
3. Not adopt the recommendations and provide further direction to staff.

Fiscal Impact: The FY 15 budget contains sufficient funding for this project.

Attachments:

Request for Proposal for Long Range Transit Service Plan
Proposal from Felsburg, Holt & Ullevig for Long Range Transit Service Plan

North Central Regional Transit NCRTD

Request for Proposal

For

Long Range Transit Service Plan

RFP 2015-01

North Central Regional Transit NCRTD
1327 North Riverside Drive
Espanola, New Mexico 87532

SECTION 1 – INTRODUCTION

OVERVIEW OF SCOPE OF SERVICES

North Central Regional Transit NCRTD (NCRTD) is seeking Proposals from qualified Proposer's with demonstrated success to create a long range service plan.

1.1 PROCURING AGENCY AND CONTRACTING OFFICER

All communication concerning any aspect of this solicitation of offers shall be in writing and shall be with the Contracting Officer.

Procuring Agency: North Central Regional Transit District
1327 North Riverside Drive
Espanola, New Mexico 87532
Phone: 1-866-206-0754

Purchasing Agent: Glenda Aragon
Finance Director
Phone: 505-629-4701
glendaa@ncrtd.org

1.2 SOLICITATION SCHEDULE

The following is the solicitation schedule for this procurement.

EVENT	DATE AND TIME
Request for Proposal Issued	Monday, July 9, 2014
Questions and Requests for Clarifications due to NCRTD	Wednesday, July 18, 2014
NCRTD Responds to Questions and Clarifications	Wednesday, July 24, 2014
Proposal Due Date	**Proposals are due no later than 4:30 p.m. Friday, August 15, 2014**
Evaluation of Proposals Received	August 18-20, 2014
Proposer Presentations/Interviews	August 28-29, 2014
Anticipated Award	September 5, 2014

1.3 PROPOSALS

In order to be considered for award, **Proposals must be received by 4:30 p.m. MST, Friday, August 15, 2014**. Any proposal received after the specified date and time will be returned to the Proposer unopened. The receiving time in the NCRTD lobby located at 1327 North Riverside Drive, Espanola, New Mexico 87532 will be the governing time for acceptability of Proposals. This RFP does not commit NCRTD to award a contract. NCRTD will not pay Proposer's for any costs associated with preparing responses to this RFP. NCRTD reserves the right to accept or reject any or all Proposals

received as a result of this request, to negotiate with qualified Proposer's, to award a contract without discussions/interviews or to cancel in part or in its entirety this RFP if it is in the best interests of NCRTD to do so.

1.4 DISTRIBUTION OF SOLICITION DOCUMENTS

NCRTD is distributing this RFP and all relevant documents through its website at www.ridethebluebus.com, as well as a direct mail list, New Mexico Department of Transportation (NMDOT) vendor list and national transit organizations classified advertisements.

All addenda and updates to the RFP will be posted at the above referenced web site. Prospective Proposer's are responsible for checking the web site for addenda and updates to the RFP. Beyond initial email to inform prospective Proposer's about the RFP, NCRTD will not send communication directly to Proposer's.

SECTION 2 - SCOPE OF SERVICES

INTRODUCTION AND BACKGROUND

In 2003, Governor Bill Richardson signed into law the Regional Transit NCRTD Act. This legislation authorized the creation of regional transit districts in the State of New Mexico.

In 2004, Governor Bill Richardson signed legislation that allowed City and County Governments that were members of a Regional Transit Districts, to go to the voters for approval of an increase of up to ½ of one percent in Gross Receipt Tax to fund their participation in an RTD.

In September 2004 the NCRTD was the first RTD to be certified by the New Mexico Transportation Commission. Upon issuance of certification from the New Mexico Transportation Commission the NCRTD constitutes a separate political entity. A requirement from the New Mexico Department of Transportation was to submit a Transit Service Plan within one year of the formation of the NCRTD. The NCRTD Board approved the NCRTDs first Transit Service Plan in July 2006.

73-25-2. The purpose of the Regional Transit District Act;

A. Serve the public by providing for the creation of regional networks of safe and efficient public transit services;

B. Allow multijurisdictional public transit systems to reduce the congestion of single-occupant motor vehicle traffic by providing transportation options for residents;

C. Decrease automobile accidents by reducing traffic congestion on freeways and streets;

D. Reduce noise and air pollution produced by motor vehicles;

E. Prolong and extend the life of New Mexico's existing roadways by easing the traffic burden;

F. Provide residents with a choice of transportation alternatives so that seniors, youth, low-income and mobility-impaired residents and others unable to drive or afford

motor vehicles continue to have full access to the goods, services, jobs and activities of the community;

G. Improve the New Mexico economy by increasing workforce and citizen access to education and higher paying jobs; and

H. Prolong and extend petroleum resources.

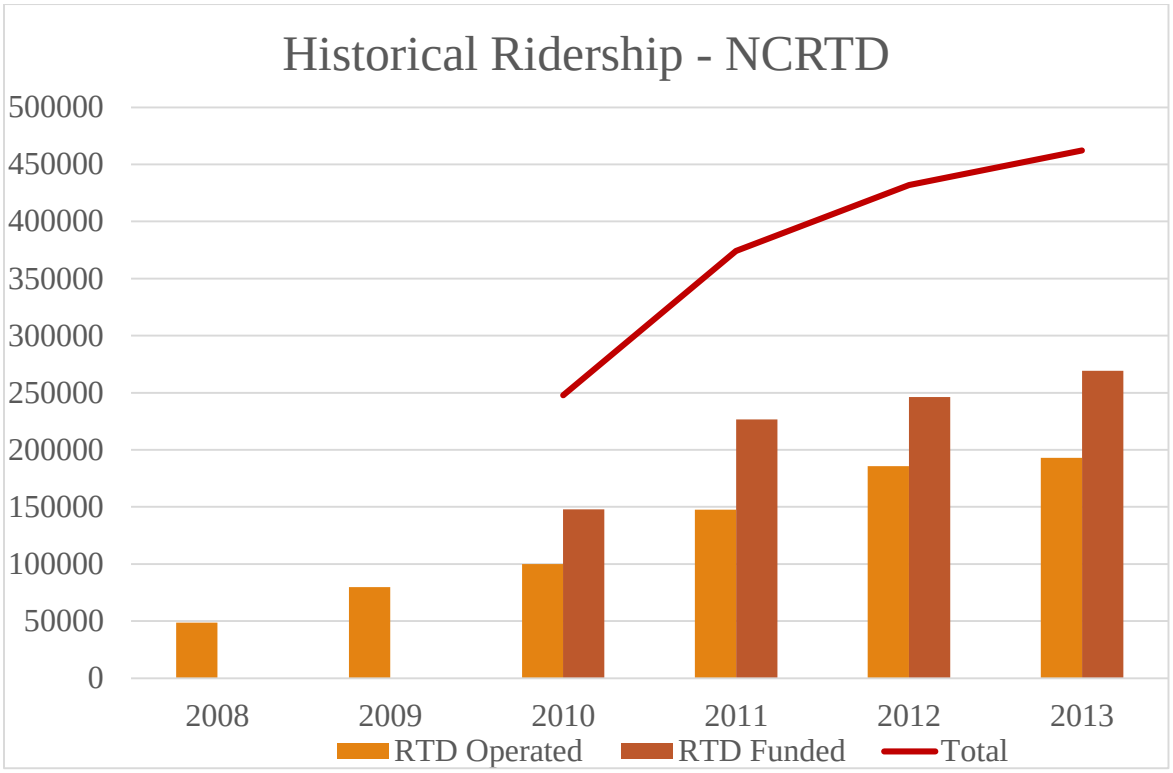
In February 2007 the NCRTD adopted its branding, and in April began its first bus service project. In July 2007 the NCRTD signed Memorandums of Agreement between the City of Española and Rio Arriba County to transfer service, employees and equipment to the NCRTD. In October 2007 the NCRTD began operating transit service in four counties.

In January 2008 NCRTD hired a Contractor to expand and update the Long Range Transit Service Plan for the proposed usage of the Gross Receipts Tax (GRT). April 2008 the NCRTD Board approved the GRT resolution adopting a 1/8 of one percent tax, and in November 2008 the public voted for approval of the GRT in all four counties of its service area.

The NCRTD members are four counties, three cities, and six tribal entities, with over 10,000 square miles of service area.

Presently the NCRTD has 20 fixed and commuter routes regionally, and demand response service in Rio Arriba County within a 15 mile radius of the Española Park and Ride lot.

The NCRTD has experienced tremendous ridership growth. The chart below reflects the last five years and its progression.



2.1 PURPOSE AND NEED

Recently the NCRTD updated its five year Short Term Transit Service Plan , which was adopted by the Board in April, 2014. **The NCRTD has been lacking a Long Range Transit Service Plan that has a 20+ year horizon.**

The purpose of this RFP is to utilize the data and information generated from the recently created short term service plan of the NCRTD, to build upon the Public Transit Master Plan project that is currently being developed for the Santa Fe Metropolitan Planning Organization (which covers only that portion of Santa Fe County within the MPO Boundaries and all service providers therein); to utilize information from Atomic City Transit's current update to its Short Range Transit Service Plan; State of New Mexico's efforts in creating a State Wide Long Range Multimodal Transportation Plan; Rio Metro District's Long Range Strategic Plan; and to integrate this information into a coherent comprehensive Long Range Long Range Transit Service Plan and Vision for the NCRTD. By integration of the relevant data and outcomes from those aforementioned studies into a NCRTD Long Range Transit Plan, it will allow the NCRTD to assess that information inorder to develop a vision and clear path to the future for transit service in its four county area for the next twenty years. Furthermore, development of this Long Range Transit Plan will assure consistency with other adopted local, regional, and state plans, and policies and rules.

With the NCRTD reaching its ten year milestone in 2014, the plan will serve as a guide for the NCRTD to sharpen its focus and structure, and to allocate, energize and define its path in the four county region. **This plan is about future opportunities that lie ahead and to provide a safe, reliable and revolutionized mode of transporation.**

2.2 PROJECT SUMMARY

The Long Range Transit Service Plan shall include:

1. Updating of the NCRTD's current Mission, Vision and Goals,
2. Transit Services Present and Future and Facilities and Capital Investment Plan,
3. Updating the NCRTD's Financial Plan, and
4. Developing Implementation Strategies.

Geographically, the Long Range Transit Service Plan shall focus on the NCRTD service area and connective services with other transit systems. The Long Range Transit Service Plan shall also consider whether the NCRTD should expand services into adjacent non-member Counties, the need and the acceptability of such a possibility to those adjacent entities. The time frame of the plan shall be from Fiscal Year 2015 through Fiscal Year 2035.

The plans, options and recommendations arising out of the Long Range Transit Service Plan must consider not only mobility issues but also related topics such as economic development, air quality, housing, job creation, environmental sustainability and energy consumption.

The Long Range Transit Service Plan shall consider the general needs of the traveling public as well as the specific needs of particular sub-markets including, but not necessarily limited to, businesses, university students, K-12 school-aged children, elderly people, veterans, and people with disabilities.

The Long Range Transit Service Plan shall also consider people who do not currently use local public transportation. The Long Range Transit Service Plan shall describe how non-users may be converted to users by addressing what specific barriers or concerns non-users have and how NCRTD might overcome those barriers or challenges.

The Long Range Transit Service Plan shall include a long range financial component that describes the costs, both capital and operating, of undertaking plan recommendations and funding resources.

The Long Range Transit Service Plan shall recommend implementation strategies and metrics for plan elements, including discussion of priorities and timing issues.

In addition, the Proposer shall provide information on staffing levels associated with any changes in levels of service.

2.3 TRANSIT NEEDS ASSESSMENT

The Proposer shall build upon the recently updated 5 year Transit Service Plan Needs Assessment and build upon the results of that assessment. The expanded needs assessment shall provide the logical basis for the formulation and evaluation of Proposals, policies, components, and alternatives leading to the creation of the Long Range Transit Service Plan.

The creation of the Long Range Transit Service Plan shall also include meetings with the Board of Directors as a whole to explore what the NCRTD transit system can and should characterize for the region and what it should include. At a minimum, communications with the Board shall address the following issues:

- Review of Mission, Goals and Objectives
- Future service opportunities for the NCRTD
- Economic development, regional economic competiveness and the role of transit
- Associated costs and benefits of transit projects

- Mobility benefits of an effective transit system
- Land use implications resulting from an effective transit system
- Return on investment considerations for transit projects considering land use changes
- Regional sustainability
- Funding options for implementing transit
- Policy and investment decisions necessary to ensure an effective transit system
- Housing affordability when considering the Housing and Transportation Index approach identified by the Centers for Neighborhood Technologies.

This effort will also include introducing case studies, best practices and lessons learned from leading peer transit NCRTDs in a forum that allows for interaction between the NCRTD Board of Directors, NCRTD Staff and industry leaders and experts at both the federal and peer regional transit NCRTD levels. The discussion(s) should be tailored to the NCRTD region, looking at the existing regional system (NCRTD and other providers), existing relationships between NCRTD and other agencies, and realistic system implementation and management alternatives for the region.

The needs assessment will characterize the transit needs of people traveling within, and to and from, the four Counties in the NCRTD. Transit needs will be described for both the present and future time periods, up to the year 2035. The needs assessment will include an evaluation of the existing transit system's ability to meet those travel needs, and will identify those needs which are not met by the existing system.

The needs assessment shall describe the consequences of current and future unmet transit needs in terms of mobility, rural form, economic impacts, safety, social impacts, environmental impacts and so forth.

The needs assessment shall be informed and guided by stakeholder and public involvement. The needs assessment will be subject to a process of review, comment and possible revisions, based on stakeholder, public involvement and NCRTD staff input.

In the development of the 5 year Transit Service Plan, 15 Community meetings were held. A verbatim transcript of these meetings was developed and should be utilized in conjunction with public feedback resulting from the four community meetings on the Long Range Service Plan Development. These meetings will be held in each of the counties in the following communities:

Rio Arriba:	Española
Santa Fe:	Santa Fe
Taos:	Taos
Los Alamos:	Los Alamos

The community meeting dates will be publicized at least two weeks prior to the meeting, and will be advertised in appropriate media, i.e. newspapers, radio, and/or flyers in order to generate the largest attendance possible. Sign in sheets will be retained to verify attendance; an agenda will also be established by Proposer and NCRTD staff and retained for verification. Minutes of the meeting will be kept and responses to all questions will be documented for inclusion in the Long Range Transit Service Plan.

Further the development of the short range transit service plan provided for a five year perspective on operations. The Long Range Transit Service Plan should consider those operational

recommendations for further development by the Proposer to provide the following details with respect to proposed operations within the 20 year perspective:

- Types, or modes, of service to be provided (fixed-route bus service, flex or deviated-route bus service, demand response services, commuter, bus rapid transit, etc.)
- Routes and/or locations of the service
- Schedules/scheduling concepts
- Geographic service area
- Days and hours of service
- Vehicle requirements
- Staffing requirements
- Facility requirements

The Proposer shall propose a set of performance criteria against which transit options leading up to a recommended plan will be evaluated. The final recommended plan will be characterized according to these criteria. The set of evaluation criteria shall be developed in consultation with NCRTD staff, stakeholders, and public comment. The criteria should include at least the following categories:

- Level of service available to citizens of the region (including sub-groups based on user type or geography)
- Estimated ridership
- Cost to provide service
- Geographic feasibility
- Safety and health impacts
- Economic development impacts of the service
- Environmental and energy impacts of the service

The Proposer shall develop a methodology for prioritizing transit routes and transit investments (capital and operating) to build the system network over time that is based on ridership, operating and capital cost, constraints, equity, connectivity and network functionality, congestion, land use, business and economic needs, travel markets and origin/destination demands, as well as other potential factors. Identify and assess any trade-offs or prioritization of modal performance. Transit coverage and "lifeline" type service should also be addressed.

Proposer shall evaluate the near and long-term transit network's effects on the cost and provision of ADA paratransit service. The Proposer shall identify opportunities and strategies to more effectively meet ADA paratransit and other accessibility needs in conjunction with transit network implementation.

To the extent that the plan requires acquisition of new vehicles, and/or the construction of new facilities, the costs of such items shall be developed on a life-cycle basis.

To the extent that new plans involve significant changes to existing service, the Proposer shall analyze and comment on the effect such changes will have on the existing ridership base and shall propose ways that such changes can be introduced with minimal adverse effect on existing riders. Throughout the planning effort, the Proposer shall recognize the distinctions between two broad market segments identified by NCRTD: 1) transit dependents and 2) choice riders.

Three members of the NCRTD operate their own system of transit services, Los Alamos County (LAC), City of Santa Fe (CSF) and Ohkay Owingeh. The NCRTD provides funding to LAC and CSF which operate regional routes approved by the NCRTD Board on an annual basis. The NCRTD

also co-ordinates with the NMDOT operated Park and Ride, as well as the Rail Runner train. The NCRTD provides financial support to the Rail Runner train. As noted earlier in the RFP these entities are also updating their short term transit plan or developing long range plans. The Proposer is NOT asked as part of this effort, to provide a detailed assessment of these systems, but to review and determine how their short or long range plans influence and/or can be coordinated with the NCRTD. The Proposer shall provide a high-level examination of the relationship between these systems' supplied services and the NCRTD supplied services with the following questions in mind based upon the contents of their short or long range service plans:

- Is there significant overlap or duplication of services?
- What opportunities exist for the systems to coordinate services or share resources in the near or long term?
- What initiatives might be undertaken jointly by the entities to satisfy transit needs that are not provided by either organization acting alone?

As further information to Proposer's, the following issues shall be addressed by the plan:

- What is an optimal transportation plan for the NCRTD twenty years from now?
- How can the NCRTD effectively leveraging its strengths and optimizing its resources?
- In reviewing the other entities short and long range plans are there services or relationships that should develop out of collaboration? Is there a duplication of services and efforts?
- Are there existing services that should no longer be provided in the long term?
- Is the method of delivery appropriate or are there better approaches over the long term?
- What factors must be measured to determine the success of each transportation mode/initiative?
- With the Transit GRT Tax expiring in 2023 and voter reauthorization required and, if approved, should the NCRTD continue its financial support of the Rail Runner?

The Long Range Transit Service Plan will also provide Implementation Strategies for accomplishing the recommendations contained in the Plan. Whereas the Long Range Transit Service Plan is envisioned as a description of a desired future state, the Implementation Strategies should be designed to tell the NCRTD how to get there.

The Proposer shall include, as part of the implementation strategies, a set of recommendations for monitoring on-going achievement of plan objectives.

2.4 FUNDING AND REVENUE STRATEGIES

The Proposer shall identify strategies for funding the improvements recommended in the NCRTD Long Range Service Plan.

The funding strategies must address how NCRTD might pay for both capital improvements and on-going operations. Funding strategies may include the use of existing funding sources as well as funding sources not yet in place. If suggested funding sources are not yet in existence, the Proposer shall outline the steps needed to establish those funding sources, describe possible challenges to establishing those sources, and provide a description of the steps NCRTD might take to establish the suggested funding source. Furthermore, with the need for a voter reauthorization of Transit Gross Receipts tax in 2023, the financial analysis shall take into consideration a review of the implications

of this tax not being renewed, the renewal of the tax at its existing rate and renewal at an increased rate.

Currently the NCRTD funding sources are Federal Grants, 5311, 5316, Tribal Transit (5311(c)), Transit Gross Receipts Tax and an annual contribution from Los Alamos County.

The NCRTD operates a free fare system except for a nominal charge for demand response services.

2.5 DELIVERABLES

The following deliverables are logical outcomes of the required services described above. However, the Proposer is welcome to suggest additional or alternative deliverables that reflects the nature of their proposed planning process.

- Executive Summary
- Needs Assessment Report
- Preliminary Options Report
- Recommended Long Range Transit Service Plan
- Policy Framework and Performance-Based Methodology for Prioritizing Transit Routes and Transit Investments
- Implementation Strategies
- Long Range Financial Plan
- Funding Strategies
- Stakeholder Involvement Record

Each deliverable shall be transmitted to NCRTD in draft form, and will be subject to a two-stage review process. NCRTD staff will review the draft and advise the Proposer of needed changes. When the changes have been made, the Proposer will be advised to produce a draft for Board of Directors presentation and review. Additional changes to the document may be required after the Board of Directors process.

Media and file formats: Reports shall be delivered to NCRTD in a current version of Microsoft Word. Presentations shall be produced and delivered in Microsoft Power Point, and public versions will be delivered in .pdf format.

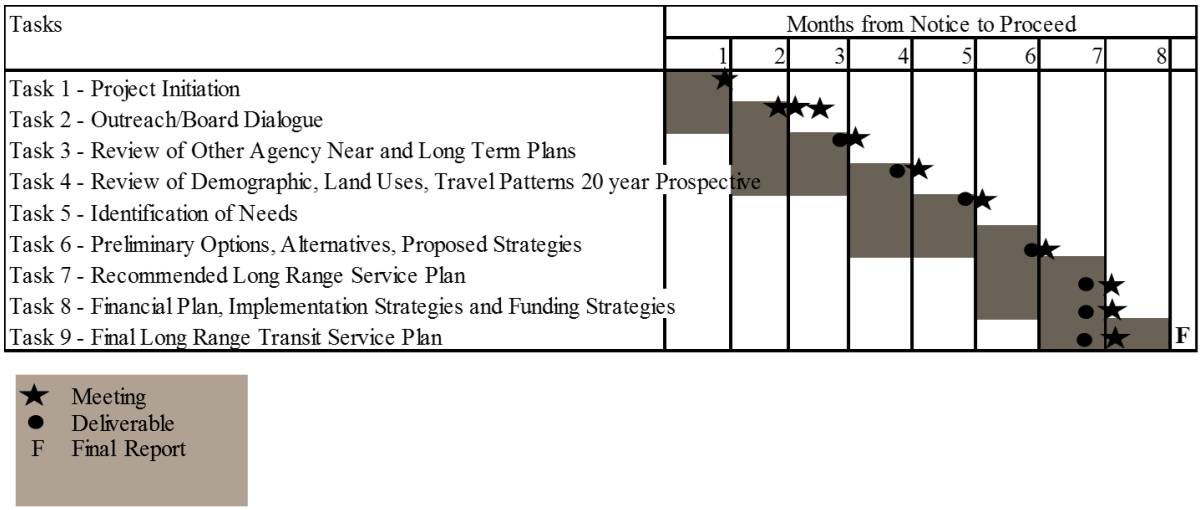
Reports shall be dated and identified as either draft or final, as appropriate. Submittal of final reports shall be accompanied by the files, in their native format, that were used to generate graphics displayed in the reports.

2.6 TIMETABLE AND BUDGET

At the start of the project, the Proposer shall produce a project timetable that lists major tasks with their starting and ending dates. Meetings and deliverables shall be included as milestones on the timetable. The Proposer shall update and resubmit the timetable as conditions warrant.

At the start of the project, the Proposer will provide a task-by-task budget. The budget will be constructed in a way that allows the Proposer and the NCRTD Project Manager to monitor project financial performance and take corrective actions in a timely manner.

The desired timetable for project completion is 6-8 months from the date of contract execution. Proposers may, however, propose a longer timeline if they feel the proposed work cannot be completed within the 6-8 month period. Following is a draft milestone timetable.


Tasks
Months from Notice to Proceed
1
2
3
4
5
6
7
8
Task 1 - Project Initiation
Task 2 - Outreach/Board Dialogue
Task 3 - Review of Other Agency Near and Long Term Plans
Task 4 - Review of Demographic, Land Uses, Travel Patterns 20 year Prospective
Task 5 - Identification of Needs
Task 6 - Preliminary Options, Alternatives, Proposed Strategies
Task 7 - Recommended Long Range Service Plan
Task 8 - Financial Plan, Implementation Strategies and Funding Strategies
Task 9 - Final Long Range Transit Service Plan
F
Meeting
Deliverable
F Final Report

The anticipated budget for this project is $80,000.

SECTION 3 - INSTRUCTIONS TO PROPOSER'S

ACCEPTANCE PERIOD

Proposals and subsequent offers shall be valid for a period of ninety (90) days after submittal to NCRTD.

3.1 PROPOSER COMMUNICATIONS AND REQUEST

a. All correspondence and/or contact concerning any aspect of this solicitation or offers shall be with the Purchasing Agent. Proposers and their representatives shall not make any contact with or communicate with any members of NCRTD, or its employees and Proposer's, other than the Purchasing Agent concerning any aspect of this solicitation or offers. Proposers may be disqualified if any unsolicited contact related to this RFP is made with an employee or representative of NCRTD other than the Purchasing Agent.

b. At any time during this procurement up to the time specified, Proposer's may request in writing, a clarification or interpretation of any aspect, or a change to any requirement of the RFP or any addenda to the RFP. Requests may include suggested substitutes for specified tasks. Such written requests shall be made to the Contracting Officer. The Proposer making the request shall be responsible for its proper delivery to NCRTD. NCRTD will not respond to oral requests. Any request for a change to any requirement of the contract documents must be fully supported with technical data, test results, or other pertinent information evidencing that the exception will result in a condition equal to or better than that required by the RFP, without substantial increase in cost or time requirements. Any responses to such written requests shall be provided by the NCRTD in the form of addenda only. Only written responses provided as addenda shall be official and no other forms of communication with any officer, employee, or agent of the NCRTD shall be binding on NCRTD

c. The Proposer's Request for Clarifications must be received by the date indicated in the Solicitation Schedule located in this RFP**.**

d. If it should appear to a prospective Proposer that the Scope of Services, is not sufficiently

described or explained in the RFP or Contract documents, or that any conflict or discrepancy exists between different parts thereof or with any federal, state, local law, ordinance, rule, regulation, or other standard or requirement, the Proposer shall submit a written request for clarification to the NCRTD within the time period specified.

3.2 CONDITIONS, EXCEPTIONS, RESERVATIONS OR UNDERSTANDING

a. Proposals stating conditions, exceptions, reservations or understandings (hereinafter deviations) relating to the RFP may be rejected.

b. Any and all deviations must be explicitly, fully and separately stated in the proposal by setting forth at a minimum the specific reasons for each deviation so that it can be fully considered and evaluated by NCRTD. All deviations found to be unacceptable shall be evaluated in accordance with the appropriate evaluation criteria and procedures, but may result in the Proposer receiving a less favorable evaluation than without the deviation.

3.3 REQUIREMENTS FOR RFP RESPONSE

Proposer's shall submit one (1) original-unbound and five (5) bound copies of their proposal that must include the following:

a. Letter of Transmittal

The Letter of Transmittal shall be addressed to Anthony J. Mortillaro, Executive Director and must, at a minimum, contain the following:

1. Identification of the offering firm(s) and proposal contact, including name, address, telephone and facsimile numbers, email, and firm web site.

2. Acknowledgment of RFP addenda, if any. An "Addenda" form is included in the Required Forms and Certifications section of this RFP.

3. Name, title and contact information for vendor representative who will be the point of contact on all issues regarding this RFP.

4. A statement to the effect the proposal shall remain valid for a period of not less than 90 days from the date of submittal or Proposal due date, whichever is later.

5. Signature of person authorized to bind the offering firm to the terms of the proposal.

b. Qualifications and References

1. Describe the company, including history, mission and nature of work, number of employees and office location(s).

2. Qualifications and capabilities of the staff to be assigned to NCRTD's

contract including licenses, certifications, and years of experience.

c. Experience and Capacity

1. Provide a minimum of three clients, preferably public transit or governmental agencies, that the firm has provided services similar to NCRTD's requirements. Provide the address, phone number, email (if available) and contact name for the clients. Provide name(s) of staff from proposing firm that worked on the project.

2. Discussion and evidence of successful Transit Service Plans that Proposer has developed. Proposer must state what measurements it used to determine that the Transit Service Plans have been successful.

d. Understanding of major work elements and project

1. This section shall clearly convey that the Proposer understands the nature of the work, and issues related to providing the updated service plan for the NCRTD.

e. Approach and Management Plan

1. This section shall provide the Proposer proposed approach and management plan for providing the services. Include an organization chart showing the proposed relationships among Proposer staff, NCRTD staff and any other parties that may have a significant role in the delivery of this project.

f. Staffing Plan

1. The proposal shall provide a staffing plan and an estimate of the total hours (detailed by position) required for each task included in the scope of services. Discuss the workload, both current and anticipated, for all Key Team Members, and their capacity to perform the requested services for the NCRTD transit service plan update according to your proposed schedule.

g. Work Plan and Schedule

1. This section shall include a description and schedule of how each task deliverable of the project will be completed. The Work Plan shall be in sufficient detail to demonstrate a clear understanding of the project. The schedule shall show the expected sequence of tasks and include durations for the performance of each task, milestones, submittal dates and review periods for each submittal. Discuss the firm/team's approach for completing the requested services for this project on schedule.

h. Cost Control

1. Provide information on how the firm/team will control project costs to ensure all work is completed within the negotiated budget for the project. Include the name and title of the individual responsible for cost control.

i. Cost

1. Provide a detailed cost proposal for the project including costs by task for

Proposer labor and other direct costs.

3.4 MODIFICATION OR WITHDRAWAL OF PROPOSALS

A modification of any part of a proposal already received will be accepted by NCRTD only if the modification is received prior to the Proposal Due Date.

A Proposer may withdraw the entire proposal already received prior to the Proposal Due Date by submitting a written request for withdrawal executed by the Proposer's authorized representative. After the proposed Due Date, a proposal may be withdrawn only if NCRTD fails to award the Contract within the proposal validity period or any agreed upon extension thereof. The withdrawal of a proposal does not prejudice the right of a Proposer to submit another proposal within the time set for receipt of Proposals.

This provision for modification and withdrawal of Proposals may not be utilized by a Proposer as a means to submit a late proposal and, as such, will not alter NCRTD's right to reject a late proposal.

3.5 PROPOSAL EVALUATION, NEGOTIATION AND SELECTION

a. General Information

1. Proposals will be evaluated, negotiated, selected and any award made in accordance with the criteria and procedures described in this section. Subject to the NCRTD's right to reject any or all Proposals, the Proposer will be selected based on whose proposal is found to be most advantageous to NCRTD, based upon consideration of the criteria. During the initial review of Proposals, NCRTD reserves the right to request clarification of minor issues from any Proposer to assure a complete understanding of their offer and to adjust any evaluations made with incorrect or unclear information.

2. NCRTD will consider all the material submitted by the Proposer and related evidence NCRTD may obtain to determine whether the Proposer is capable of and has a history of successfully completing contracts of the type solicited. A clear and complete response to the solicitation is critical so that the evaluation team may adequately understand all aspects of the proposal.

3. Proposers shall furnish acceptable evidence of their ability to perform, such as financial stability and the ability to obtain the necessary personnel when requested by NCRTD. Refusal to provide requested information may cause the proposal to be rejected.

4. The evaluation team will make such investigations as are considered necessary for complete evaluation. The evaluation team will employ those evaluation criteria set forth in this RFP or in addenda that may be issued. The evaluation criteria shall be deemed to include any unstated sub criterion that logically might be included within the scope of the stated criterion.

5. NCRTD reserves the right to select Proposals that are in a competitive range, conduct discussions, and request Best and Final Offers. NCRTD also reserves the right to make an award without discussions or requesting Best and Final Offers.

6. After reviewing Proposals, NCRTD has the right to invite none, one, or more Proposer's to make a presentation and be interviewed at NCRTD offices. The decision to invite none, one, or more Proposer's to make a presentation and be interviewed will be at NCRTD's sole discretion and not open to negotiation with Proposer's who are, or are not, invited to present their Proposals and be interviewed. Not all Proposer's may be invited. Proposer's who are invited to make a presentation and be interviewed do so at their own expense and are not guaranteed award of a Contract. NCRTD will not reimburse any expenses incurred by a Proposer.

7. Proposer's are solely responsible for communicating their ideas, solutions, strengths, etc. within the time limit provided for their presentation and interview. NCRTD is not responsible for communication the Proposer fails to provide within the time limit allowed. Proposers will be made aware of the time limit when a presentation and interview are scheduled.

8. While NCRTD may make available the audio-visual equipment it has available on site for Proposer's to use during their presentation and interviews, NCRTD is not responsible for equipment failures or power outages, and will not be obligated to schedule another presentation or interview for the Proposer should equipment failures or power outages affect the Proposer's presentations and interviews. Proposers are welcome to bring their own equipment as appropriate.

9. It is the responsibility of the Proposer to submit a clear and complete Proposal. Proposer's must not assume that they will have another opportunity (presentation, interview or otherwise) to clarify or further discuss their capabilities/qualifications beyond the Proposal they submit.

b. Opening of Proposals

Proposals will not be publicly opened. All Proposals and evaluations will be kept strictly confidential, as allowed by law, throughout the evaluation, negotiation and selection process. Only the members of the evaluation team and other NCRTD officials, employees and agents that have a legitimate interest will be provided access to the Proposals and evaluation results during this period.

c. Evaluation Criteria

The selection of a successful Proposer will be based on the following criteria:

1. Quality and approach of proposal:

   a. Proven experience of firm
   b. Proven experience of staff proposed to work on this project
   c. Understanding of objectives
   d. Methodology and procedures
   e. Work plan/schedules/time lines

2. Cost and/or fees;

3. Organizational, personnel and resources:

a. Organization and management

b. Experience and qualifications of proposed staff

4. Conformance to Requirements and Specification: The degree to which the Proposer and content of the proposal meet the requirements of the RFP.

d. Evaluation Procedures

1. NCRTD may conduct at its sole discretion discussions with all Proposer's. The extent of discussions/demonstrations will vary with the nature and the quality of the Proposals. The basic purposes of the discussions are to review any shortcomings or deficiencies in the proposal, to discuss any listed deviations or exceptions, to clarify any information or questions the evaluation team may have concerning the proposal.

2. Evaluations will be made in accordance with all of the evaluation criteria and procedures listed above. NCRTD will select for any award the highest ranked proposal from a responsible, qualified Proposer, which does not render this procurement financially infeasible, and is judged to be most advantageous to NCRTD based on consideration of the evaluation criteria.

e. Confidentiality of Proposals

1. Access to government records is governed by State of New Mexico law. Except as otherwise required by State Statutes, the NCRTD will exempt from disclosure proprietary information, trade secrets and confidential commercial and financial information submitted in the proposal. Any such proprietary information, trade secrets or confidential commercial information, which a Proposer believes should be exempted from disclosure, shall be specifically identified and marked as such. Blanket- type identification by designating whole pages or sections as containing proprietary information, trade secrets or confidential commercial and financial information will not assure confidentiality. The specific proprietary information, trade secrets or confidential commercial and financial information must be clearly identified as such.

2. The Proposer shall submit proprietary information, trade secrets or confidential commercial and financial information, which a Proposer believes should be exempted from disclosure, in a separate volume specifically identified and marked as such as an appendix to the proposal.

3. Upon a request for records from a third party regarding this proposal, NCRTD will notify in writing the party involved. The involved Proposer shall indemnify NCRTD's defense costs associated with its refusal to produce such identified information; otherwise, the requested information may be released.

4. NCRTD shall employ sound business practices no less diligent than those used for NCRTD's own confidential information to protect the confidence of all licensed technology, software, documentation, drawings, schematics, manuals, data and other information and material provided by Proposer's and the Proposer pursuant to the Contract which contain confidential commercial or financial information, trade secrets or proprietary information as defined in or pursuant to the State of New Mexico laws against disclosure of such information and material to third parties except as permitted by the Contract. The Proposer shall be responsible for ensuring that confidential commercial or financial information, trade secrets or proprietary information, with such determinations to be made by NCRTD in its sole discretion, bears appropriate notice relating to its confidential character.

3.6 RESPONSE TO PROPOSALS

a. Notice of Award: The contract shall be deemed to include all provisions of this RFP, and all provisions required in public contracts by local, state and federal law.

b. Notice to Unsuccessful Proposer's: NCRTD will inform unsuccessful Proposer's who were within the competitive range at the time negotiations closed of the following information:

1. The number of prospective Proposer's solicited by the NCRTD;
2. The number of Proposals NCRTD received; and
3. The name of the successful Proposer.

NCRTD will try to give the notice under this paragraph promptly after contract award. NCRTD's failure to give that notice shall not be deemed to affect the validity of the contract.

c. Acceptance/Rejection of Proposals

1. NCRTD reserves the right to reject any or all Proposals for any reason it deems valid at its sole discretion, to undertake discussions with one or more Proposer's, and to accept that proposal or modified proposal which, in its judgment will be most advantageous to NCRTD, price and other evaluation criteria considered. NCRTD reserves the right to consider any specific proposal that is conditional or not prepared in accordance with the instructions and requirements of this RFP to be noncompetitive. NCRTD reserves the right to waive any defects, or minor informalities or irregularities in any proposal that do not materially affect the proposal or prejudice other Proposer's.

2. If there is any evidence indicating that two or more Proposer's are in collusion to restrict competition or otherwise engaged in anti-competitive practices, the Proposals of all such Proposer's shall be rejected and such evidence may be a cause for disqualification of the participants in any future solicitations undertaken by NCRTD.

3. NCRTD may reject a proposal that includes unacceptable deviations.

d. Single Proposal Response

If only one proposal is received and it is found by NCRTD to be acceptable, a detailed price/cost proposal may be requested of the single Proposer. A price or cost analysis, or both, possibly including an audit, may be performed by or for NCRTD of the detailed price/cost proposal in order to determine if the price is fair and reasonable. The Proposer has agreed to such analysis by submitting a proposal in response to this RFP. A price analysis through comparison to other similar procurements must be based on an established or competitive price of the elements used in the comparison. The comparison must be made to a purchase of similar quantity, involving similar specifications and in a similar period. Where a difference exists, a detailed analysis must be made of this difference and costs attached thereto. Where it is impossible to obtain a valid price analysis, it may be necessary to conduct a cost analysis of the proposed price. A cost analysis is a more detailed evaluation of the cost elements in the Proposer's Offer conducted to form an opinion as to the degree to which the proposed costs represent what the Proposer's performance will cost. A cost analysis is generally conducted to determine whether the Proposer is applying sound management in proposing the application of resources to the contracted effort and whether costs are allowable, allocable, and reasonable. Any such analyses and the results there from shall not obligate NCRTD to accept such a single proposal; and NCRTD may reject such proposal at its sole discretion.

e. Cancellation of Procurement

NCRTD reserves the right to cancel the procurement, for any reason at its sole discretion, at any time before the Contract is fully approved and executed on behalf of NCRTD. NCRTD will not pay Proposer's any costs incurred in the preparation of a proposal responding to this RFP.

SECTION 4 - SPECIAL PROVISIONS

CONTRACT DOCUMENTS

All parts of the Contract Documents are intended to be correlated so that any work called for in one part and not mentioned in the other, or vice versa, is to be executed the same as if mentioned in all said documents. Wherever conflicting, contradictory, or redundant statements exist between the Scope of Services and the other sections of the RFP document, the other sections of the RFP take precedence.

4.1 MODIFICATION TO CONTRACT

a. Written Change Orders
Oral change orders are not permitted. No change in the contract shall be made unless NCRTD gives prior written approval. The Proposer shall be liable for all costs resulting from, and/or for satisfactorily correcting, any specification change not properly ordered by written modification to the contract signed by NCRTD. A properly executed change order takes precedence over previous executed contract provisions.

b. Change Order Procedure
Within fifteen (15) calendar days after receipt of the written change order to modify the contract, the Proposer shall submit to NCRTD a detailed price and schedule proposal for the work to be performed. This proposal shall be accepted or modified

by negotiations between the Proposer and NCRTD. At this time, a detailed modification shall be executed in writing by both parties.

4.2 TERM OF CONTRACT AND RENEWAL

a. Upon pre-award approval by the NCRTD Board of Directors, NCRTD will issue a One (1) year Contract. Upon Award, the Proposer will begin work and maintain a schedule set forth in the Time Line presented in their Proposal and agreed upon by NCRTD.

b. Change Orders to extend the term of the Contract may be made by NCRTD.

4.3 RESERVED RIGHTS OF NCRTD IN SOLICITATION PROCESS

In addition to all other rights of NCRTD under New Mexico and Federal law, NCRTD reserves the following:

a. NCRTD reserves the right to rank firms and negotiate with the highest ranking firm. Negotiation with an individual Proposer does not require negotiation with others.

b. NCRTD reserves the right to select the proposal that it believes will serve the best interest of NCRTD.

c. NCRTD reserves the right to reject any and all Proposals.

d. NCRTD reserves the right to remedy or waive technical or immaterial errors in the RFP.

e. NCRTD reserves the right to request any necessary clarifications or proposal data without changing the terms.

f. NCRTD reserves the right to make selection of the Proposer to perform the services required based on the original Proposals without negotiations.

g. NCRTD reserves the right to make all final determination as to whether the services and scope of service have been satisfactorily completed.

4.4 PROTEST PROCEDURES

a. General Procedures

1. Any Proposer or Proposer whose direct economic interest would be affected by the award of the Contract or the failure to award the Contract may file a protest, claim or dispute with NCRTD pursuant to the protest procedures attached hereto as Exhibit # B prior to filing any protest, claim or dispute with the NCRTD.

2. Protests, claims or disputes, where applicable, shall be in writing and filed with NCRTD directed to the Executive Director 1327 North Riverside Drive, Espanola, New Mexico 87532. Failure To Comply With Any Of The Requirements May Result In Rejection Of The Protest.

REQUIRED FORMS AND CERTIFICATIONS

ADDENDA

The undersigned acknowledges receipt of the following addenda to the document:

Addendum No. , Dated _____

Addendum No. , Dated _____

Addendum No. , Dated _____

Failure to acknowledge receipt of all addenda may cause the bid to be considered non-responsive to the solicitation. Acknowledged receipt of each addendum must be clearly established and included with the offer.

The undersigned understands that any conditions stated above, clarifications made to above or information submitted on or with this form other than that requested, will render bid unresponsive.

(Name of Individual, Partnership or Corporation)

_____

(Address)

_____

(Authorized Signature)

_____

(Title)

_____

(Date)

_____

(Telephone)

AGREEMENT OF GOODS and SERVICES

To: North Central Regional Transit NCRTD
1327 North Riverside Drive
Espanola, NM 87532

The undersigned hereby agrees to furnish the goods and services as listed below in accordance with the specifications which have been carefully examined and are attached.

Signed: _____

Printed Name: _____

_____ Title: _____

Date: _____ Telephone: _____

For (Company): _____

Address:

_____

CERTIFICATE OF NON COLLUSION

I hereby swear (or affirm) under penalty of perjury:

1. That I am the Bidder or an officer or employee of the bidding corporation having authority to sign on its behalf (if the Bidder is a corporation);
2. That the attached bid has been arrived at by the Bidder independently and has been submitted without collusion and without any agreement, understanding, or planned course of action with any other vendor of materials, supplies, equipment, or service described in the Invitation for Bid, designed to limit independent bids or competition;
3. That the contents of the bid has not been communicated by the Bidder or its employees or agents to any person not an employee or agent of the Bidder or its surety on any bond furnished with the Bidder, and will not be communicated to any such person prior to the official opening of the Proposals; and,
4. That I have fully informed myself regarding the accuracy of the statement made in this affidavit.

Signed_____

Firm Name _____

Subscribed and sworn to before me this_____ day of _____ , 2014

Notary Public

My commission expires _____ ,

Proposer's E.I. Number _____
(Number used on employer's Quarterly Federal Tax Return)

AFFIRMATIVE ACTION PLAN CERTIFICATION

The undersigned hereby certifies that the business is in compliance with all federal affirmative action requirements applicable to the business.

Signature: _____

Typed Name: _____

Company:_____

Title:_____

Date:_____

Bidder's firm is: (check or complete all applicable boxes)

[ ] an individual

[ ] a partnership

[ ] a non-profit organization

[ ] a corporation, incorporated under the laws of the State of _____ a limited liability corporation (LLC)

[ ] other, _____

Attachment "A"

Existing Short Range Transit Service Plan

Attachment "C"

EXAMPLE PROFESSIONAL SERVICES AGREEMENT

BETWEEN

Contractor, and

NORTH CENTRAL REGIONAL TRANSIT NCRTD

This agreement ("Agreement") is entered into as of the _th day of ____, 2014, by and between _____ ("Contractor") and the North Central Regional Transit NCRTD ("NCRTD").

WHEREAS, the NCRTD is a political subdivision of the State of New Mexico; and,

WHEREAS, the NCRTD wishes to retain Contractor to perform the work described below; and,

WHEREAS, the NCRTD has adopted its own procurement code pursuant to the powers and authority granted to it under the Regional Transit NCRTD Act; and

WHEREAS, pursuant to the NCRTDs Procurement Regulations the Contractor has held itself out as possessing the personnel, experience and knowledge necessary to perform the services described in implementing the Scope of Work as attached (Exhibit "A") and contained within the RFP; and

WHEREAS, the NCRTD has selected the Contractor as the offeror most advantageous to the NCRTD; and

WHEREAS, the procurement regulations are available to all vendors and contractors by and through the NCRTD and the most current version of the regulations are adopted by Resolution No. 2012-21, and are entitled "North Central Regional Transit NCRTD Procurement Regulations."

NOW THEREFORE: in consideration of the mutual agreements of the parties herein and

for other good and valuable consideration the receipt of which is hereby acknowledged the parties to this Agreement agree as follows:

1. SCOPE OF WORK

The Contractor shall provide the following services to the NCRTD. All services listed below shall be inclusive of work, work product and shall be interpreted consistent with any solicitation or procurement documents promulgated by the NCRTD:

A. Provide all services contained in their response to the RFP and the Scope of Work Attached hereto as Exhibit "A" and any and all addenda as described in the NCRTDs RFP and as outlined in the project proposal

B. Deliver completed project in a timely manner with all work to be done in cooperation with the NCRTD's project coordinator and in accordance with the Transit Service Plan Update Timeline.

C. Submit invoices as outlined in Contractor's proposal, containing a detailed report of work performed. Invoices shall be substantially in the form outlined in Contractor's proposal, and shall contain a detailed report of work performed sufficient to meet the New Mexico Department of Transportation's requirements contained in the Memorandum of Agreement with the NCRTD which is attached hereto as Exhibit "B". Contractor recognizes and acknowledges that the NCRTD must make quarterly reports of progress including actual costs and expenses incurred as of the reporting date. Contractor's failure to timely submit information sufficient for this purpose may compromise the NCRTD's ability to obtain federal funds and may in turn compromise payments by the NCRTD to the Contractor for amounts otherwise compensable under this Agreement.

D. Contractor may be required to attend NCRTD Board meetings and provide advice to the full NCRTD Board if requested to do so by the Executive Director.

E. Contractor may be required to perform such acts and render such services as are reasonably necessary to complete the work contemplated under this Agreement.

F. Contractor understands and agrees that the professional services covered by this scope of work are to be performed and delivered by the principle professionals within the Contractor's firm and that substitution of subcontractors or delegation of critical work to subordinates does not meet the demands and expectations of NCRTD.

G. All deliverables required under this Agreement, including material, products, reports, policies, procedures, software improvements, databases, and any other products and processes, whether in written or electronic form, shall remain the exclusive property of and shall inure to the benefit of NCRTD as works for hire. Contractor shall not use, sell, disclose, or obtain any other compensation for such works for hire. In addition, Contractor may not, with regard to all work, work product, deliverables or works for hire required by this Agreement, apply for, in its name or otherwise, any copyright, patent or other property right and acknowledges that any such property right created or developed remains the exclusive right of NCRTD. Contractor shall not use deliverables in any manner for any other purpose without the express written consent of the NCRTD.

2. STANDARD OF PERFORMANCE; LICENSES

A. The Contractor represents that it possesses the personnel, experience and knowledge necessary to perform the services described under this Agreement.

B. The Contractor agrees to obtain and maintain throughout the term of this Agreement, all applicable professional and business licenses required by law, for itself, its employees, agents, representatives and subcontractors.

3. COMPENSATION

A. The NCRTD shall pay to the Contractor **$_____** for services referred to

above, excluding gross receipts tax. The aforementioned amount is inclusive of Contractor expenses anticipated to be incurred in the performance of services in the Agreement such as copying, mileage, printing, travel, and per diem, telephone and computer research charges at the normal rate for such expenses charged by the Contractor to its other clients. Per diem and mileage expenses shall not exceed the amounts provided in the Per Diem and Mileage Act or as set forth below.

B. Payment shall be made upon receipt from the Contractor of statements in accordance with the deliverable tasks outlined in the Contractor's proposal "Table I-1" attached hereto as Exhibit "C". All statements shall contain a detailed report of work performed and expenses incurred. Prepayment by public entities is generally not permitted under New Mexico law. Therefore, the delivery of service and timely billing thereafter is a condition precedent to any payment by NCRTD to Contractor.

C. Payment of taxes for any money received under this Agreement shall be the Contractor's sole responsibility. The New Mexico gross receipts tax levied on the amounts payable under this Agreement shall be paid by the NCRTD to the Contractor.

D. Contractor agrees to Refund to the NCRTD, in the same proportion as it was paid to the Contractor, expenditures under this agreement when determined by independent audit to be ineligible for payment.

4. APPROPRIATIONS

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the NCRTD for the performance of this Agreement. If sufficient appropriations and authorization are not made by the NCRTD, this Agreement shall terminate upon written notice being given by the NCRTD to the Contractor. The NCRTD's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. By

executing this Agreement the NCRTD represents that it will make good faith efforts to ensure that sufficient money is budgeted and appropriated to make the payments that may become due for the work performed under this Agreement. However, by signing this Agreement Contractor hereby acknowledges and agrees that NCRTD is not responsible for ensuring that budgeted amounts will be appropriated sufficient to pay any amendment, extension, or other charges beyond those set forth in Section 3 above.

5. TERM AND EFFECTIVE DATE

This agreement shall not become effective until approved by the North Central Regional Transit NCRTD. This Agreement shall terminate on _____2015 unless terminated pursuant to paragraph 6 below, or extended by mutual agreement in writing for up to six (6) additional months.

6. TERMINATION

A. This Agreement may be terminated by the NCRTD upon ten (10) days' written notice. Upon such termination, Contractor shall be paid for Services actually completed to the satisfaction of NCRTD. Contractor shall render a final report of the Services performed to the date of termination and shall turn over to NCRTD originals of all materials prepared pursuant to this Agreement.

(1) The Contractor shall render a final report of the services performed up to the date of termination and shall turn over to the NCRTD original copies of all work product, research or papers prepared under this Agreement.

(2) If compensation is not based upon hourly rates for services rendered, the NCRTD shall pay the Contractor for the reasonable value of services satisfactorily performed through the date Contractor receives notice of such termination, and for which compensation has not already been paid.

(3) If compensation is based upon hourly rates and expenses, then Contractor shall be paid for services rendered and expenses incurred through the date of termination.

7. STATUS OF CONTRACTOR; RESPONSIBILITY FOR PAYMENT OF EMPLOYEES AND SUBCONTRACTORS

A. The Contractor and its agents and employees are independent contractors performing professional services for the NCRTD and are not employees of the NCRTD. The Contractor, and its agents and employees, shall not accrue leave, retirement, insurance, bonding, use of NCRTD vehicles, or any other benefits afforded to employees of the NCRTD as a result of this Agreement.

B. Contractor shall be solely responsible for payment of wages, salaries and benefits to any and all employees or contractors retained by Contractor in the performance of the services under this Agreement.

C. Contractor is not an agent or employee of NCRTD and will not be considered an employee of NCRTD for any purpose. Contractor, its agents or employees shall make no representation that they are NCRTD employees, nor shall they create the appearance of being employees by using a job or position title on a name plate, business cards, or in any other manner, bearing the NCRTD's name or logo.

D. Contractor shall have no authority to bind NCRTD to any agreement, contract, duty or obligation. Contractor shall make no representations that are intended to, or create the appearance of, binding the NCRTD to any agreement, contract, duty, or obligation. Contractor shall have full power to continue any outside employment or business, to employ and discharge its employees or associates as it deems appropriate without interference from the NCRTD provided, however, that Contractor shall at all times during the term of this Agreement maintain the ability to perform the obligations in a professional, timely and reliable manner.

8. CONFIDENTIALITY

A. Any confidential information provided to or developed by the Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the NCRTD, except as otherwise provided by law. Notwithstanding the preceding agreement to keep materials confidential the Contractor hereby acknowledges and agrees that the NCRTD may provide copies of any and all documents required to be made available for inspection and copying pursuant to the New Mexico Inspection of Public Records Act. Contractor is not required to provide NCRTD with any documents that are not work product or are not otherwise required in order to perform the scope of work or to comply with state and federal laws. Nothing herein shall be deemed to waive any claim of confidentiality by NCRTD or Contractor nor to compel production of documents or information other than as required by this Agreement or by law.

B. Some documents may be subject to the requirements of the Privacy Act of 1974, 5 U.S.C. §552a. The Contractor agrees that it will at all times comply and assist the NCRTD in compliance with that law.

9. CONFLICT OF INTEREST

Contractor warrants that it presently has no interest, and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under this Agreement. Contractor certifies that the requirements of the Governmental Conduct Act, Sections 10-16-1 through 10-16-18 NMSA 1978, regarding contracting with a public officer, NCRTD employee or former NCRTD employee have been followed.

10. ASSIGNMENT; SUBCONTRACTING

The Contractor shall not assign or transfer any rights, privileges, obligations or other interest under this Agreement, including any claims for money due, without the prior written consent of the NCRTD. Contractor acknowledges that the NCRTD is a SUBGRANTEE under

Exhibit B and is expressly bound to seek DEPARTMENT approval of any subcontracts under that agreement. The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the NCRTD. Contractor agrees that its principle officers and employees are to perform the scope of work under this agreement and that it will not unreasonably delegate work to subordinates.

11. RELEASE

The Contractor, upon acceptance of final payment of the amount due under this Agreement, releases the NCRTD, its officers and employees, from all liabilities, claims and obligations whatsoever arising from or under this Agreement. The Contractor agrees not to purport to bind the NCRTD to any obligation not assumed herein by the NCRTD unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

12. INSURANCE

Contractor shall obtain and maintain at its own expense adequate insurance at all times during its performance of this Agreement.

A. Contractor shall obtain and maintain Workers' Compensation insurance required by law to provide coverage for Contractor's employees throughout the term of this Agreement. Upon request, Contractor shall provide the NCRTD with evidence of its compliance with such requirement.

B. Contractor shall maintain professional liability insurance throughout the term of this Agreement providing a minimum coverage of one million dollars ($1,000,000) per occurrence.

C. Automobile Liability Insurance shall be in amount at least equal to the minimum required by state law on any owned, and/or non-owned motor vehicles used in performing Services under this Agreement, shall name the NCRTD as an additional insured, and

shall provide that the NCRTD will be notified no less than thirty (30) days in advance of cancellation.

D. General Liability Insurance shall be in the amount of $1,000,000 combined single limit and per occurrence shall name the NCRTD as an additional insured, and shall provide that the NCRTD will be notified no less than thirty (30) days in advance of cancellation;

E. The NCRTD retains the right to require that Contractor obtain or provide proof of insurance, certificates of insurance, riders or addenda including documents listing NCRTD as an additional named insured if, in the NCRTD's opinion, the Contractor's work creates a risk or liability for the NCRTD that can be covered and insured without excessive cost or expense to the Contractor.

F. Waiver of insurance requirements may only be performed in writing by the NCRTD's Executive Director and only if s/he is satisfied that the waiver will not result in substantial or unreasonable liability for the NCRTD.

13 INDEMNIFICATION

Contractor agrees to indemnify NCRTD to the extent permitted by law for the Contractors acts and omissions under this Agreement and for such other liabilities as may be incurred by the NCRTD due to the Contractor's performance or failure to perform the services set forth in this Agreement.

14. NEW MEXICO TORT CLAIMS ACT

Any liability incurred by the North Central Regional Transit NCRTD in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, Section 41-4-1, et. seq. NMSA 1978, as amended. The NCRTD and its "employees" as defined in the New Mexico Tort Claims Act, do not waive sovereign immunity, do not waive any defense and do not waive any limitation of liability pursuant to law. No provision in this Agreement

modifies or waives any provision of the New Mexico Tort Claims Act.

15. THIRD PARTY BENEFICIARIES

A. By entering into this Agreement, the parties do not intend to create any right, title or interest in or for the benefit of any person other than the NCRTD and the Contractor. No person shall claim any right, title or interest under this Agreement or seek to enforce this Agreement as a third party beneficiary of this Agreement.

B. In compliance with the requirements set forth in Exhibit B the Contractor acknowledges and agrees to the following:

> "The DEPARTMENT and SUBGRANTEE acknowledge and agree that, notwithstanding any concurrence by the Federal government in or approval of the solicitation or award of the AGREEMENT, absent the express written consent by the Federal government, the Federal government is not a party to this AGREEMENT and shall not be subject to any obligations or liabilities to the DEPARTMENT, SUBGRANTEE, or any other party (whether or not a party to the AGREEMENT) pertaining to any matter resulting from the AGREEMENT."

16. RECORDS AND AUDIT

A. The Contractor shall maintain, throughout the term of this Agreement and for a Contractor shall maintain throughout the term of this Agreement and for a period of six (6) years thereafter records that indicate the date, time, and nature of the services rendered. Contractor shall make available for inspection by NCRTD all records, books of account, memoranda, and other documents pertaining to NCRTD at any reasonable time upon request. These records shall be subject to inspection by the NCRTD, the Department of Finance and Administration, and the State Auditor. The NCRTD shall have the right to audit the billing both before and after payment. Payment under this Agreement shall not

foreclose the right of the NCRTD to recover excessive illegal payments.

B. Contractor acknowledges and agrees to maintain all records for a period in excess for five (5) years from the date of the last expenditure report submitted to the Federal government under Exhibit B in order to ensure the NCRTD can comply with the requirements under that agreement.

17. APPLICABLE LAW; CHOICE OF LAW; VENUE

Contractor shall abide by all applicable federal and state laws and regulations, and all ordinances, rules and regulations of the City of Santa Fe. In any action, suit or legal dispute arising from this Agreement, the Contractor agrees that the laws of the State of New Mexico shall govern. The parties agree that any action or suit arising from this Agreement shall be commenced in a federal or state court of competent jurisdiction in New Mexico. Any action or suit commenced in the courts of the State of New Mexico shall be brought in the First Judicial NCRTD.

18. AMENDMENT

This Agreement shall not be altered, changed or modified except by an amendment in writing executed by the parties hereto.

19. SCOPE OF AGREEMENT

This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the services to be performed hereunder, and all such agreements, covenants and understandings have been merged into this Agreement. This Agreement expresses the entire Agreement and understanding between the parties with respect to said services. No prior agreement or understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

20. NON-DISCRIMINATION

During the term of this Agreement, Contractor shall not discriminate against any

employee or applicant for an employment position to be used in the performance of services by Contractor hereunder, on the basis of ethnicity, race, age, religion, creed, color, national origin, ancestry, sex, gender, sexual orientation, physical or mental disability, medical condition, or citizenship status.

21. SEVERABILITY

In case any one or more of the provisions contained in this Agreement or any application thereof shall be invalid, illegal or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained herein and any other application thereof shall not in any way be affected or impaired thereby.

22. NOTICES

Any notices required to be given under this Agreement shall be in writing and served by personal delivery or by mail, postage prepaid, to the parties at the following addresses. Notices may also be provided by electronic transmissions such as facsimiles or e-mails. However, the burden of proof to establish that notice was received shall be on the party electing to utilize electronic transmissions of notifications. Notice under this Agreement shall be deemed given on the day personally delivered or three (3) days after deposit in the United States Mail, first class postage pre-paid, or on the date sent and received if sent by electronic mail. Notices by regular mail shall be sent to a party at the address set forth below:

North Central Regional Transit NCRTD
Executive Director
1327 N. Riverside Dr.
Española, NM 87532

Contractor

An address may be changed by notification to the other party in writing delivered as specified for notices hereunder. Unless such notice is made, a party is entitled to rely on the

address stated above.

23. COMPLIANCE WITH FEDERAL RESTRICTIONS

The Contractor acknowledges and agrees that contracts such as this Agreement which are funded with, or implicate federal laws, grant requirements and restrictions are subject to state and federal requirements and compliance above and beyond the express terms set forth in this Agreement and that Contractor has made independent inquiry and satisfied itself that it may perform the work required under this Agreement while, at all times, maintaining compliance with said restrictions. Express requirements and restrictions include but are not limited to:

A. All requirements of 49 U.S.C. §5304 whether express or implied;

B. Federal Funds received by the NCRTD shall be used solely for activities described in the Scope of Work as set forth in Exhibit B.

C. Federal Funds shall only be allocated for payment of eligible costs as set forth in Exhibit B and as detailed in the Office of Management and Budget Circulars: A-87, A-102, A-133 and Executive Order 12372.

D. Compliance and certification of compliance with Disadvantaged Business Enterprise restrictions.

E. Compliance and certification of compliance with Program fraud Civil Remedies Act of 1986, 31 U.S.C. §§ 3801 et seq. and associated regulations including 49 C.F.R. Part 31. Penalties may be imposed under 18 U.S.C. §1001 and 49 U.S.C. 5307(n) (1). The full text of the clauses are as follows:

"The SUBGRANTEE acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. §§3801 et seq. And U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to this Program.

The SUBGRANTEE certifies or affirms the truthfulness and accuracy of any statement it makes pertaining to the AGREEMENT or the FTA assisted Program for which this work is being performed. The SUBGRANTEE further acknowledges that if it makes, or causes to be made, a false, fictitious or fraudulent claim, statement, submission or certification, the Federal government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on SUBGRANTEE to the extent the Federal government deems appropriate.

The SUBGRANTEE also acknowledges that if it makes, or causes to be made, a false, fictitious or fraudulent claim, statement, submission or certification to the Federal government under a contract connected with a program that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307 , the Federal government reserves the right to impose the penalties of 18 U.S.C. §1001 and 49 U.S.C. §5307 (n)(1) on the SUBGRANTEEE, to the extent the Federal government deems appropriate."

F. Compliance and assistance with compliance with the requirements of the Privacy Act of 1974, 5 U.S.C. §552a.

G. Assistance in executing and submitting a "Disadvantaged Business Enterprise Race-Neutral Implementation Agreement for Federal Transit Administration Subgrantees.

H. Title VI and Title VII of the Civil Rights Act of 1964 the Age Discrimination Employment Act, the Americans with Disabilities Act of 1990, the Environmental Justice Act of 1994, the Civil Rights Restoration Act of 1987, the New Mexico Human Rights Act, Executive Order 11246 as amended by Executive Order 11375 and as supplemented by the Department of Labor regulations 41 C.F.R. part 60 and 49 C.F.R. part 21.

I. Federal Transit Laws including 49 U.S.C. §5332 and all implementing regulations.

J. All contractual provisions required by FTA Circulars 4220.1F and 9040.1F.

K. Compliance and assistance in compliance with Title VII of the Civil Rights Act, 42 U.S.C. §2000e, and Federal Transit Laws at 49 U.S.C. §5332, 41 C.F.R. Parts 60 et seq. and implementing regulations. The specific provision of Exhibit B is as follows:

> "The following equal opportunity requirements apply to the AGREEMENT: Race, Color, Creed, National Origin, Sex – in accordance with Title VII of the Civil Rights Act, 432 U.S.C. §2000e, and Federal Transit Laws at 49 U.S.C. §5332, the SUBGRANTEE agrees to comply with all applicable equal employment opportunity requirements of the U.S. Department of Labor regulations: Office of Federal Contracts Compliance Programs, Equal Employment Opportunity, Department of Labor, 41 C.F.R. Parts 60 et seq., (which implement Executive Order no. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Offer 11246 relating to Equal Employment Opportunity," 42 U.S.C. §20003 note), and with any applicable Federal statues, executive orders, regulation and Federal policies that may in the future affect construction activities undertaken in the course of the Program. The SUBGRANTEE agrees to take affirmative action to ensure that applicants are employed and that employees are treed during the employment without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the SUBGRANTEEE agrees to comply with any implementing requirements FTA may issue."

L. Compliance and assistance in compliance with Age Discrimination in Employment Act of 1967, 29 U.S.C. §623 and Federal Transit Laws at 48 U.S.C. §5332. The specific provision of Exhibit B is as follows:

> "The following equal opportunity requirements apply to the AGREEMENT:
>
> Age – In accordance with Section 4 of the Age Discrimination in Employment Act of 1967, 29 U.S.C. §623 and Federal Transit Laws at 49 U.S.C. §5332, the SUBGRANTEE agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the SUBGRANTEEE agrees to comply with any implementing requirements FTA may issue."

M. Compliance and assistance in compliance with Section 102 of the Americans with Disabilities Act, 42 U.S.C. §12112 and 29 C.F.R. Part 1630.The specific provision of Exhibit B is as follows:

> "The following equal opportunity requirements apply to the AGREEMENT:
>
> Disabilities – In accordance with Section 102 of the American with Disabilities Act, 42 U.S.C. §12112, the SUBGRANTEE agrees that it will comply with the requirement of the U.S. Equal Employment Commissions, "Regulation to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630. In addition, the SUBGRANTEE agrees to comply with any implementing requirements FTA may issue."

N. Compliance with all applicable standards , orders or regulation and assistance in reporting any violations relating to the Federal Water Pollution Control Act, 33 U.S.C. §§1251 et seq. and the Clean Air Act, 42 U.S.C. §§7401 et seq.

O. Compliance with Executive Order 12549, as implemented by 49 C.F.R. Part 29 regarding non-employment of suspended and debarred contractors.

P. Compliance and certification of compliance with 49 C.F.R. Part 29 and particularly Subpart "C" by Contractor and any subcontractors.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth below.

CONTRACTOR

_____
By: _____
Its: _____
Date: _____

NORTH CENTRAL REGIONAL TRANSIT NCRTD:

_____
Anthony Mortillaro,
Executive Director

Date: _____

Approved as to form:

_____
Peter Dwyer, Counsel

INCOMING MAIL
RECEIVED AUG 15 2014
BY: FINANCE

Original

RFP 2015-01

August 15, 2014

Proposal to provide a

Long Range Transit Service Plan

Submitted to: North Central Regional Transit District NCRTD

Submitted by:

FELSBURG HOLT & ULLEVIG

In Association with:

The Mercer Group, Inc.
Consultants To Management

REgeneration Strategies

Rosemary Rom
Consulting

FELSBURG HOLT & ULLEVIG
connecting and enhancing communities

August 15, 2014

Anthony J. Mortillaro, Executive Director
North Central Regional Transit District (NCRTD)
1327 North Riverside Dr.
Espanola, NM 87532

Dear Mr. Mortillaro;

Over the last decade, New Mexico residents have done a tremendous job of supporting and implementing transit services that improve mobility for residents and visitors throughout New Mexico. NCRTD has been at the forefront of this mobility enhancement movement as the State's first certified regional transit district (RTD). With the Gross Receipts Tax expiring in 2023, it is time to analyze the region's future need for transit. The Long Range Service Plan will develop a long-term transit vision and provide guidance on how to prioritize and monitor the efficacy of transit investments over time.

Our team's approach emphasizes individual contact with Board members, staff, and key stakeholders to understand issues and build consensus for the long term future of the agency. Successful completion of this project will include Board, stakeholder, and public support for the agency's Vision, Mission and Goals, consensus on the Recommended Long-term Transit Service Plan, and a clearly defined roadmap for implementation of a fiscally sustainable plan.

To accomplish this, Felsburg Holt & Ullevig (FHU) has assembled a team of transit, land use, facilitation, and outreach professionals to work with NCRTD staff. As the prime consultant, FHU will oversee all aspects of the work and manage the project; we will also lead the needs assessment and development and evaluation of transit options. Gary Suiter with The Mercer Group will lead policy and prioritization efforts and will work closely with the Board to understand key issues and individual needs, one of his specialties. REgeneration Strategies will provide insight to the land use/transit link and the economic impacts of transit on communities. We are also pleased to have Rosemary Romero Consulting join the team. Rosemary lives in Santa Fe and brings invaluable expertise in facilitation and working with the public. She will lead the public outreach efforts.

The Mercer Group, with support from FHU and REgeneration Strategies, is working with the Rio Metro Regional Transit District to develop its Long Term Strategic Vision. The consistency of teams will ensure a breadth of understanding of travel needs and compatibility of recommendations for both NCRTD and RMRTD.

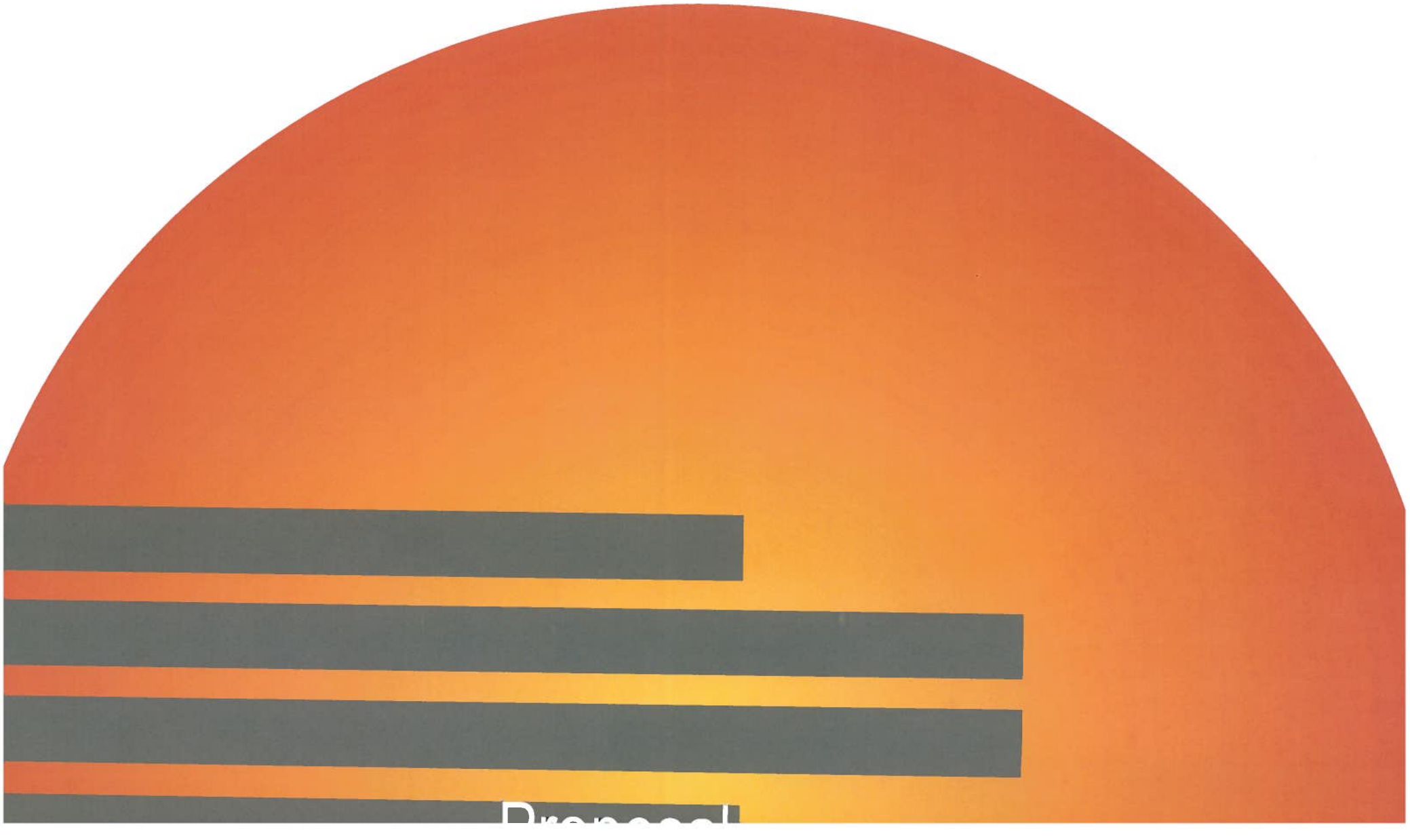
Holly Buck, PE, PTP, as Principal-in-Charge and Project Manager, is the Proposal Contact for all issues regarding this Request for Proposal. Her phone, fax, and address, as well as FHU's web address, appear at the bottom of this page; she can also be contacted via email at holly.buck@fhueng.com. We acknowledge receipt of Addendum 1, dated August 4 and have included the Addenda form in the Required Forms and Certifications section of our submittal. This proposal shall remain valid for a period of not less than 90 days from August 15, 2014.

Thank you for the opportunity to propose on this exciting project. If you have questions please call or write. We look forward to hearing from you.

Sincerely,
FELSBURG HOLT & ULLEVIG

D. Holly Buck, PE, PTP
Principal

6300 South Syracuse Way, Suite 600 Centennial, CO 80111 tel 303.721.1440 fax 303.721.0832
www.fhueng.com info@fhueng.com


Proposal

QUALIFICATIONS AND REFERENCES

Felsburg Holt & Ullevig (FHU) has assembled a team purpose-built for you. The team members introduced below—FHU, The Mercer Group, REgeneration Strategies, and Rosemary Romero Consulting—offer recent experience developing transit service plans for clients across the U.S., particularly with respect to regional/intrastate transit service assessments and implementation planning. Our team's New Mexico-based team members complement this national experience with their understanding of characteristics unique to the Southwest. The core project team members are currently engaged on a similar planning effort for the Rio Metro Regional Transit District. With this team structure, the North Central Regional Transit District (NCRTD) will have the benefit of both national and local experts working to craft a meaningful service plan best suited to serve North Central New Mexico communities.

Company Overviews

Prime Consultant

FELSBURG HOLT & ULLEVIG

Founded: 1984

Employees: 120

Locations: 4
Centennial, CO (HQ)
Colorado Springs, CO
Omaha, NE
Lincoln, NE

Felsburg Holt & Ullevig (FHU) specializes in transportation and transit planning, traffic engineering, civil engineering design, and environmental services. We deliver high-quality professional services on a wide range of transportation projects that emphasize creative, cost-effective, and environmentally sensitive solutions. FHU is committed to achieving the best project outcomes for clients like NCRTD and its constituent municipalities.

All work will be coordinated from our headquarters office in Centennial, CO where we successfully serve clients across the Rocky Mountain West/Southwest regions. We work closely with our clients to yield meaningful, long-range transit plans that meet the needs of the traveling public and reflect the values of the communities they support. Most recently, FHU was the firm responsible for completing the Coordinated Regional Transit Plans for the Colorado Department of Transportation's (CDOT) Statewide Transit Plan, which included Colorado's Southwestern region, whose communities bear many demographic and modal similarities to communities of North Central New Mexico. FHU's multidisciplined approach (transportation planning, civil engineering, and environmental) to transit planning will benefit this effort. Our holistic approach yields high quality, technically sound plans that are grounded in engineering, environmental, and fiscal principles and provide practical recommendations that can move to implementation. We've helped widely varying municipalities and regions develop paths to implement enhanced transit programs.

Subconsultants

The Mercer Group, Inc.
Consultants To Management

Founded: 1981

Employees: 30

Locations: 19 nationwide including one located in Santa Fe, NM

The Mercer Group, Inc. is a management consulting firm founded by James L. Mercer as a continuation of his practice that began in 1981. The firm now has 19 offices strategically located across the United States—including New Mexico—and 30 professional consultants dedicated to serve the needs of its clients. The Mercer Group, Inc. provides exceptionally high quality management consulting primarily to state, regional, and local governments, including transit authorities and special service/taxation districts like NCRTD. The firm has decades of experience collaborating with clients to develop implementation-focused and outcomes-oriented vision plans and strategic plans, including projects with a high degree of stakeholder engagement. Its key consultants have conducted successful assignments for more than 2,000 public sector organizations nationally, including several dozen strategic plans and/or vision plans.

REgeneration Strategies

Founded: 2014

Employees: 1.25

Locations: 2
Durango, CO
San Francisco, CA

REgeneration Strategies was founded by Jeremy Nelson, to advise public and private clients on how to regenerate sustainable economic development through the integration of land use and transportation planning, urban design and placemaking, and real estate development. Throughout his 15-year career, he has successfully completed a wide variety of planning and development projects that have catalyzed consensus, revitalized great places, and delivered lasting community and economic benefits. Jeremy has worked at diverse organizations, including the City of Portland Planning Bureau, Group 4 Architecture+Design, Livable City, the Land Use and Transportation Coalition, and Vialta Group. He was Principal and Practice Leader at Nelson\Nygaard Consulting, where he managed multimodal transportation projects for communities of all sizes, as well as a variety of public-private infill redevelopment projects. He recently led the development of a strategic planning process for the MetroRides division of Colorado Springs (CO) Transit with FHU.

Rosemary Romero Consulting

Founded: 2000

Employees: 1

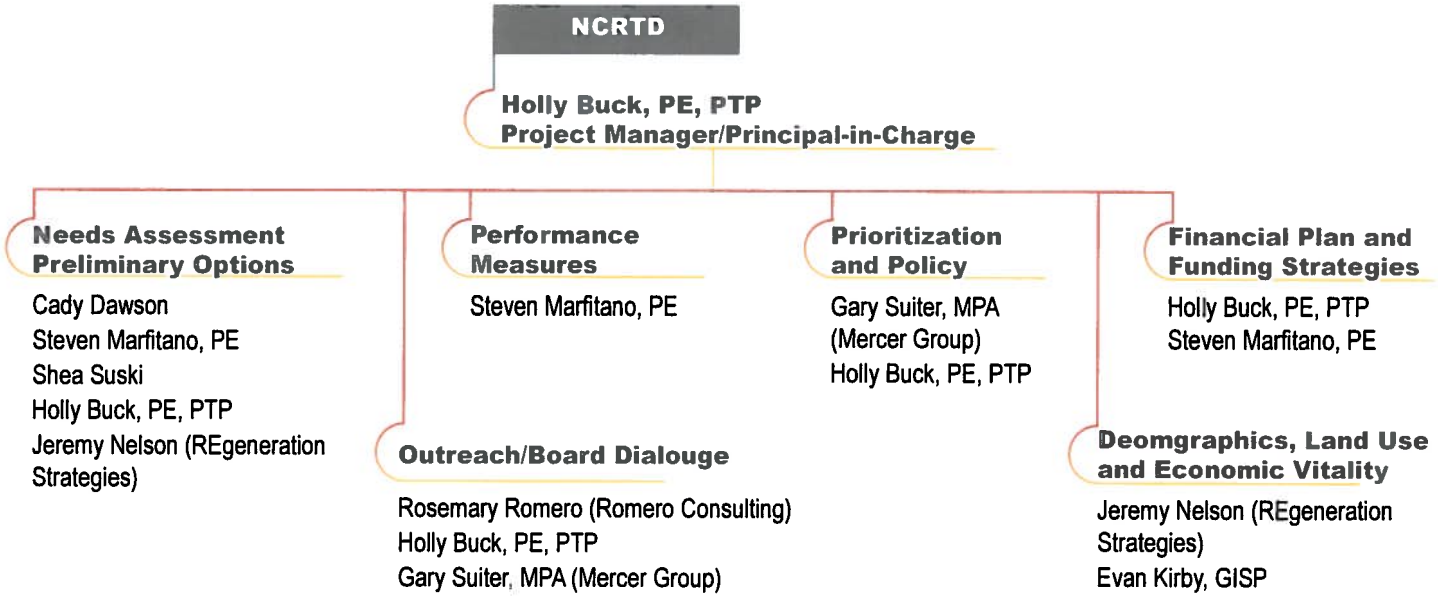
Locations: 1
Santa Fe, NM

Rosemary Romero has 26 years of experience designing and facilitating public involvement projects, consulting with public and private organizations on the use of alternative dispute resolution techniques, and promoted the use of mediation and facilitation in public policy arenas that affect communities. She has facilitated controversial issues with various federal, state, local governments and nonprofit organizations and lead strategic planning efforts for numerous entities. As a native New Mexican, she brings a heightened awareness of cross-cultural issues in the resolution of disputes. She is the former President of Western Network a non-profit organization that developed an extensive practice centered on conflict resolution specific to natural resource issues such as water planning and land use planning. Rosemary completed four years as an elected City of Santa Fe Councilor and in that capacity served on several regional boards, including the Chairmanship of the North Central Regional Transit District and Santa Fe Regional Planning Authority while also serving on key City of Santa Fe committees.

Staff Qualifications and Capabilities

FHU proposes an efficiently sized project team to optimize the NCRTD's investment in its transit service plan. The key personnel introduced below each bring specializations that align with the technical, research, policy, public outreach, and stakeholder engagement activities outlined in your Request for Proposal (RFP). The resumes that follow highlight the breadth of relevant experience each key team member brings to this effort.

NCRTD Transit Service Plan Team



Holly Buck, PE, PTP

Principal-in-Charge/Project Manager/Financial Plan and Funding Strategies Lead

Holly has 19 years of experience in transportation planning and engineering. Her experience includes transit studies, regional transportation plans, and corridor studies. A multimodal advocate, Holly is FHU's transit specialist, developing the practice area within FHU. She works closely with transit agencies, state departments of transportation, planning organizations, and individual communities to assess existing systems and to develop improved mobility solutions. Holly will be working with the Rio Metro Regional Transit District as a subconsultant team member, leading the evaluation of the district's transit operations; evaluation of costs and benefits of transit service; and development of recommendations, cost estimates, and funding sources for implementation.

Education

M.S., Civil Engineering-Transportation, University of Colorado at Denver, 2002

B.S., Engineering Management, University of Portland, 1993

Registration

Professional Engineer-CO, MT

Certifications

Professional Transportation Planner

Affiliations

Transit Alliance Board of Directors

CASTA - Colorado Association of State Transit Agencies

WTS-CO (Women's Transportation Seminar)

CDOT Statewide Transit Plan, Statewide Colorado

Project Manager for development of coordinated transit plans for nine of CDOT's ten rural planning regions as well as the development of the State's first-ever Statewide Transit Plan. Holly oversees organization and development of the regional plans to ensure they meet requirements for coordinated planning called out in MAP-21 and provide investment guidance for the regions and CDOT in the near, mid-, and long term. At the statewide level, Holly oversees development of the State's transit vision, goals, and objectives as well as transit performance measures to track CDOT's progress in achieving their vision over time.

Central Yavapai Metropolitan Planning Organization Transit Implementation Plan, Prescott, Arizona

As a subconsultant, Holly evaluated service plans and the governance structures for transit service in the four communities of the Central Yavapai Metropolitan Planning Organization (MPO) planning area. The evaluation considered service type, route, headways, days of service, and fare structure. Governance structures considered included intergovernmental agreements, management by the MPO, and development of a transit authority. Evaluation led to recommendation on service and governance and detailed steps necessary for implementation of both.

Northeastern Colorado Association of Local Governments Transit Needs Assessment, Fort Morgan, Colorado

Developed bus transit alternatives for the communities of Fort Morgan and Brush, Colorado to connect residents to large employment centers, shopping, medical, and community services. Used GIS-based mapping of employees' residences and activity centers to create cost-effective routing solutions. Evaluated and reviewed alternatives with stakeholders. Developed cost estimates and steps for implementation.

North Front Range Regional Transportation Plan, Transit Element, Various Locations Statewide

Inventoried and evaluated existing rural and urban transit systems in the North Front Range and Upper Front Range Transportation Planning Areas. Assisted with assessing the 2030 transit needs based on the population and employment growth and changing demographics in the study area.

Johnstown, Milliken, Windsor Short Range Transit Plan, Colorado

In coordination with the North Front Range Metropolitan Planning Organization, developed and evaluated three scenarios to address the three communities' regional transit needs. Alternatives were based on input received from stakeholders at an interactive transit workshop, community demographics and travel patterns in the sub area. Identified various institutional and financial arrangements and found that service coordinated with the County transit provider had the most potential to provide a coordinated and cost-effective transit service for the communities.

Northern Colorado Regional Transit Collaboration Initiative

Led a group of six northern Colorado transit providers through a series of discussions to identify opportunities for collaboration to improve their efficiency and to reduce costs. The effort resulted in a set of recommendations made to each community's city managers or respective board on the opportunities for collaboration. The transit providers continue to work toward implement these measures and to identify new areas for improving efficiency by working together.

FELSBURG HOLT & ULLEVIG

Cady Dawson

Lead Transit Planner: Needs Assessment/ Preliminary Options

Cady has 13 years of experience in transportation planning, public involvement, stakeholder engagement, and transportation demand management planning and implementation. Cady has focused her career in transit planning and her experience includes short- and long-range transit planning, human service transportation planning, transit system management, grant writing and management, peer analyses, and transportation demand management and implementation. Cady has worked with numerous agencies to create transit visions and goals that meet community needs, developed realistic recommendations based on local and regional priorities, and ensures that plans that are implementable upon completion.

Education

B.A., English/Spanish, University of Arizona, 1999

Affiliations

Women's Transportation Seminar

CDOT Statewide Transit Plan, Colorado

The Statewide Transit Plan includes the development of nine Regional Coordinated Transit and Human Services Coordination Plans across the state of Colorado. Cady is the lead planner and is coordinating with all subconsultants to develop the regional plans and to ensure project continuity. Additionally, Cady managed the development of the Intermountain Transportation Planning Region's Coordinated Plan, the responsibilities for which includes data collection, coordination between transit providers and the public, needs and issues analysis, public involvement, stakeholder engagement and the creation of high priority and implementation strategies for the final plan.

Denver Transit Investment Analysis, Denver, Colorado

As a follow up to the Strategic Transportation Plan work completed for the City and County of Denver by FHU, Cady led the effort to provide a review and analysis of the investments that the City is making relative to transit. The study included conducting a peer analysis, collecting data from the National Transit Database to garner an understanding of where Denver ranks in term of transit service, and a review of potential policies and strategies that the City could undertake to strengthen its support for transit.

Estes Park Transit and Parking Enhancement Study, Estes Park, Colorado

Assisted with the evaluation of parking and transportation demand management enhancements to reduce vehicular congestion in downtown Estes Park and Rocky Mountain National Park by encouraging the use of alternative transportation systems designed to improve visitor experience and protect natural resources. Study included evaluation of intercept transit parking facilities, transit routes, and intelligent transportation systems and recommended solutions to reduce congestion and improve the overall visitor experience.

Prior to FHU

Phase II Transit Needs Assessment Study and Implementation Plan, Castle Rock, Colorado

Evaluated service alternatives, management strategies, and capital requirements for the Castle Rock transit system. Included evaluation of 14 potential multimodal facility sites to determine which would provide the best connectivity for local routes, regional routes, and encourage bike and walk access. The plan evaluated three levels of service to coincide with the Town's comprehensive planning effort.

Southeast Business Partnership TDM Program Management (Now Denver South TMA), Douglas County Colorado

While serving as the Transportation Demand Management program manager for Southeast Transportation Management Organization (TMO), Cady was responsible for providing the leadership and direction of the TDM program, working with board members to ensure program support and buy-in, the creation and execution of an annual marketing plan, extensive outreach to employees and employers in the region to promote and implement commute programs, as well as grant writing and management. In this position, Cady also worked very closely with the area ride share agency, RideArrangers, the Regional Transportation District, and the other TMOs in the Denver metro area.

FELSBURG HOLT & ULLEVIG

Rosemary Romero

Outreach Lead

For the past 26 years, Ms. Romero has designed and facilitated numerous public involvement projects, assessed the potential for neutral conflict resolution services in diverse cases, consulted with public and private organizations on the use of alternative dispute resolution techniques, trained hundreds of persons in negotiation and mediation and public involvement skills and promoted the use of mediation and facilitation in the environmental field and other public policy arenas that affect communities. She has facilitated controversial issues with various federal, state, local governments and nonprofit organizations and led strategic planning efforts for numerous entities. As a native New Mexican, she brings a heightened awareness of cross-cultural issues in the resolution of disputes. She is the former President of Western Network a non-profit organization that developed an extensive practice centered on conflict resolution specific to natural resource issues such as water planning and land use planning. Ms. Romero completed four years as an elected City of Santa Fe Councilor and in that capacity **served on several regional boards including the Chairmanship of the North Central Regional Transit District**, Santa Fe Solid Waste Management Agency, and Santa Fe Regional Planning Authority while also serving on key City of Santa Fe committees.

Education

Associate of Arts Degree from Santa Fe Community College, attended the College of Santa Fe, Environmental Management Program and Antioch University, Yellow Springs, Ohio, M.A. Program for Environment & Community. Ms. Romero has received over 200 hours of mediation/facilitation/ strategic planning training including Environmental Public Policy Mediation from CDR Associates; Collaborative Leadership for Community Problem-Solving and Visioning at SFCC; ICR Associates Strategic Planning.

Affiliations

Ms. Romero has also served in other national leadership roles including Past President and current member of the Association for Conflict Resolution (ACR) the largest ADR membership organization in the United States, former Director of the Santa Fe Community College Intercultural Leadership Program and has served on numerous nonprofit boards in leadership positions.

Select Project Work

NM Association of Counties: Consultant to Association providing dispute resolution services for staff and elected officials throughout New Mexico municipalities.

Collaborative Forest Restoration Program. In 1998 the Office of Senator Bingaman asked Ms. Romero to design and facilitate two day-long workshops with conservation organizational representatives, loggers, legislative staff and other interested parties to develop a vision for forest health and restoration. The process allowed the diverse interest groups to share their individual perspectives in a constructive, unthreatening environment that helped build trust and working relationships. The process was the first of this type used by congressional staff to develop legislation in 2000. Romero continues her involvement through facilitation of the annual CFRP workshop for grantees and facilitation of the annual FACA (Federal Advisory Committee Act) Technical Advisory Committee reviewing hundreds of proposals for the CFRP grants.

American Friends Service Committee-New Mexico. Evaluation of a 4 year long evaluation of a Kellogg Foundation project "Thriving Community Farmers, Healthy New Mexico Children" grant. The grant seeks to help the AFSC farmers training program improve community food environments affecting poor children of color and low-income families in three project areas in New Mexico.

Con Alma Foundation. A 3 year Tides Founded funded project to evaluate the Health People Healthy Places initiative throughout the state of New Mexico.

Cibola National Forest. Travel Management Public Involvement and Forest Plan Revision.

Santa Fe National Forest/Lincoln National Forest. Public Involvement and facilitation of controversial endangered species, permitee and fire issues.

Office of the State Engineer. As a contractor to the Office of the State Engineer and Interstate Water Commission, organized and developed regional water planning efforts throughout the state. The final regional water plan developed and accepted by the State Engineer was Taos County, the recipient of a statewide award by the Regional Water Planning Dialogue. Regional meetings were organized for the Jemez y Sangre (Los Alamos, Santa Fe, and Rio Arriba Counties) and the Mora, San Miguel, Guadalupe RWP and Taos County for the development and approval of 3 major regional water plans. Continued support for update of the statewide water plan.

UNM – Department of Economics; Department of Sociology; Department of Political Science - Strategic planning for departments to focus hiring and leadership changes.

Department of Health/TUPAC program – facilitation of a yearlong project to develop a statewide coalition to develop local and statewide policies for multi-unit housing throughout the state and develop a 3 year strategic plan.

Rosemary Romero Consulting

Steven Marfitano, PE

Transportation Planner/Performance Measures Lead

Steven provides transportation planning services to local communities throughout the Rocky Mountain region. Steven has played an active role on many planning projects, including roles on long range transit and transportation plans, and performance measures efforts. He uses planning tools to relate anticipated future land use with the established road network to determine where future deficiencies in capacity will occur, and to begin planning the expansion of the transportation system to successfully handle future demand. He has evaluated a variety of transit service options for agencies to help clients' constituents and stakeholders understand the tradeoffs between providing more coverage and higher frequency service.

Education

M.S., Transportation Engineering, The University of Texas at Austin, 2008

B.S., Civil Engineering, Colorado State University, 2006

Registration

Professional Engineer-CO

DTR Performance Measures Framework, Statewide, Colorado

Facilitated the development of a performance measure framework for the CDOT Division of Transit and Rail (DTR). The project focused on developed a performance measures framework that can be used to assist in developing policy, prioritizing investments, and measuring success of DTR in meeting its goals and objectives. Steven worked to develop, present, and amend the framework at meetings of the Transit and Rail Advisory Committee (TRAC). The resulting performance measures framework included the general structure, a list of potential performance measures for DTR to pursue, and a list of implementation actions at the conclusion of the project.

Estes Park Transit and Parking Enhancement Study, Estes Park, Colorado

Worked on a study to evaluate parking and transit enhancements in downtown Estes Park and Rocky Mountain National Park. Study included evaluation of intercept transit parking facilities, transit routes, and intelligent transportation systems and recommends solutions to reduce congestion and improve the overall visitor experience. Steven supported the alternatives development and analyses for the study. This included analysis of the existing transit system, including review of the current transit ridership, to determine where opportunities for improvements to the transit operations exist.

Carbon Valley Transit Feasibility, Firestone/Frederick/Dacono, Colorado

Prepared transit demand forecasts for the Carbon Valley Transit Feasibility project. This project built upon the Denver Regional Council of Governments (DRCOG) travel demand model and required the addition of transit routes to the existing model along with the addition of associated park and ride lots. His work assisted with evaluations of scenarios that considered integration of services with existing RTD services. The transit demand scenarios were used to determine the potential ridership for new transit lines connecting the Tri-Town area (currently designated as rural and outside RTD) with downtown Denver, Boulder, and Longmont to determine areas for opportunity and to prioritize future expenditures. The project identified long-term vision and near-term implementation measures to address the area's need.

2035 Colorado Springs Public Transportation Plan, Colorado Springs, Colorado

Prepared transit demand forecasts for the 2035 Colorado Springs public transportation plan. This project built upon the Pikes Peak Area Council of Governments (PPACG) travel demand model and required the addition of transit routes to the existing model along with the addition of associated park and ride lots. The transit demand scenarios were used to determine the potential ridership for corridors within the Colorado Springs area to prioritize future expenditures.

CDOT/CASTA FTA Grant Application Consolidation, Colorado

Managed development of the statewide consolidated grants for four FTA grants during the FY 2011, including State of Good Repair, Livability, TIGGER, and Clean Fuels. The project involved working with CASTA and CDOT to contact all the eligible transit agencies within the state to determine funding needs and to guide the agencies in preparation of their applications to be included within the statewide consolidated grant. Steven served as project manager for this process which required strict project management to ensure successful compliance with the FTA requirements and timeframes.

FELSBURG HOLT & ULLEVIG

Gary Suiter

Prioritization and Policy Lead

Gary Suiter has a distinguished career of over 30 years, serving in chief executive positions of several local governments, including city, county, airport and emergency preparedness management positions in rural, urban, and resort communities. Since starting his own consulting firm in 2002, he has assisted many municipalities and organizations throughout the western U.S. with strategic planning, group retreats, organizational analysis, interim management, and performance measurement. He affiliated with The Mercer Group in 2010, and in that role has performed strategic planning projects and organizational analyses for local governments in the Western U.S.

Education

Master of Public Administration, University of Colorado, 1998

B.A., Urban Geography, University of Colorado, with emphasis in Economics, 1978

Affiliations

Mr. Suiter is recognized as a leader in the local government management profession and has served as President of the Board of the Colorado City and County Management Association.

Management Experience

Created his consulting company, which specializes in strategic planning and implementation, local government management, executive recruitment, facilitation, and organizational analysis in January, 2002. Clients include the Roaring Fork Transportation Authority (the regional transit authority for several mountain communities between Aspen and Glenwood Springs, Colorado), and the Regional Transportation District (the regional authority operating public transit services in eight of the twelve counties in the Denver-Aurora-Boulder Combined Statistical Area in Colorado).

Additional clients include the Aspen School District; the municipalities of Aspen, Arvada, Aurora, Carbondale, Castle Pines, Durango, Erie, Frisco, Glenwood Springs, Littleton, Rifle, Superior, and Telluride, CO; La Plata County Airport; Pitkin County; Mesa County; the Colorado Municipal League; and the Colorado Department of Transportation.

Following are some of Gary's accomplishments:

- Designed and facilitated retreats for governing boards and staff, which enabled them to develop strategic goals and implementation strategies for more effective governance.
- Performed organizational assessments and developed performance objectives to improve business systems, communication, and overall effectiveness.
- Designed and directed complex public processes, resulting in better planning and increased community involvement.
- Managed several large-scale public projects resulting in $40 million in public investments (Snowmass Village, 1990s).
- Successfully coordinated several bond elections resulting in new public facilities and crucial property acquisitions (Alamosa and Snowmass Village).
- Facilitated community-based planning efforts involving citizens, businesses, major landholders and corporations (Alamosa, Evans, and Snowmass Village).
- Spearheaded negotiations for major annexations in both Snowmass Village (1992) and Minturn (2008), and secured important benefits for those communities.
- Developed Performance Standards and Specific Objectives (for cities and other clients), thereby benchmarking employee performance and increasing organizational efficiency.

The Mercer Group, Inc.
Consultants To Management

Jeremy Nelson

Demographics, Land Use, and Economic Vitality Lead

With 15 years of experience as a transportation and land use planner working in both the public sector and private sector, Jeremy Nelson started REgeneration Strategies in 2014 to advise public and private clients on strategic community revitalization and redevelopment. His practice focuses on catalyzing community consensus and sustainable economic development through the integration of land use and transportation planning, urban design and placemaking, and real estate development. In his 15-year career, Jeremy has worked on transit and transportation planning studies in communities of all sizes across the U.S. As a result of this experience, he understands the power of multimodal transportation investments to support economic reinvestment, real estate redevelopment, and community revitalization. Jeremy's ability to work across professional disciplines, will allow him to contribute to the FHU team's creation of a comprehensive transit service plan and implementation strategy.

Education

Executive Certificate in Sustainable Management, Presidio Graduate School (San Francisco)

Master of Arts, Urban Planning, University of California (Los Angeles)

Bachelor of Arts, History, Reed College (Portland, OR)

Select Publications

Co-author and lead editor, "Innovative Transportation and Land Use Reforms: A Toolkit for Positive Neighborhood Change," TransForm, 2004

Researcher and editor, "Waiting for the Bus," Daniel Hess, Journal of Public Transportation, 2004.

Affiliations

Member: Urban Land Institute, American Planning Association, Association of Pedestrian and Bicycle Professionals, International Society of Sustainability Professionals

Advisory Board Member, TransForm

Downtown Revitalization Research Fellow, Downtown Colorado Inc. (DCI)

Representative Projects

- Volcano Heights Sector Development Plan (Albuquerque, NM)
- Central Avenue / Route 66 Complete Streets Plan (Albuquerque, NM)
- MetroRides Strategic Plan (Colorado Springs, CO)
- JumpStart Community Revitalization Plans (5 area plans in the Little Rock, AR region)
- Highway 50 / Royal Gorge Blvd Corridor Plan (Canon City, CO; current project)
- South Thornton Urban Center Plan (Thornton, CO)
- Downtown Grand Ave. / State Highway 82 Community Development Academy (Glenwood Springs, CO)
- Downtown Highway 160 Corridor Revitalization Technical Assistance (Pagosa Springs, CO; current project)
- South Lincoln Neighborhood Redevelopment Plan (Denver, CO)
- Regional Complete Streets Plan (Kansas City, KS)
- Highway 40 Corridor Plan (Kansas City, KS)
- Downtown Shreveport APA Community Planning Assistance Team (Shreveport, Louisiana)
- Downtown State Highway 79 Design Analysis (Hutto, TX)
- Downtown Heritage Crossing Irving Blvd. / State Highway 356 Corridor Plan (Irving, TX)
- Transit Center District Streetscape Plan (San Francisco, CA)
- Maximizing Mobility Options: First/Last Mile Study (Los Angeles, CA)
- Seawall 337 Redevelopment Feasibility Analysis (San Francisco, CA)
- South Shoreline Long-Range Development Plan (Richmond, CA)
- ULI TOD Marketplace Diridon Station Planning Charrette & Conceptual Framework (San Jose, CA)
- Windstar BART TOD Parking and Transportation Demand Management Plan (Pleasanton / West Dublin, CA)

Mr. Nelson is a frequent speaker on sustainable planning and revitalization strategies, including the following:

- Professional organizations: Transportation Research Board, Institute for Transportation Engineers, American Planning Association, Urban Land Institute, Conference of California Local Health Officials.
- Public agencies: Kansas City Mid-America Regional Council Regional Training Workshop, Los Angeles Metro Annual Land Use and Transportation Symposium, and City of Sugarland Land Use Forum.
- Civic organizations: San Francisco Planning and Urban Research, Sonoran Institute, Downtown Colorado Inc.

Previous Experience

- Vice President, Vialta Group (2013-2014)
- Principal and Practice Lead, Nelson\Nygaard Consulting (2005-2013)
- Policy Director, Transportation for a Livable City (2003–2005)
- Innovative Programs Manager, Transportation and Land Use Coalition (2002–2003

REgeneration Strategies

Shea Suski

Transportation Planner

Shea Suski joined FHU following completion of his Master of Science degree in Community and Regional Planning with a Transportation Specialization from the University of Texas at Austin. He has specialized experience in developing county-level models and has experience in using TransCAD-based travel demand models developed by a number of MPOs. Shea also has experience in multimodal analysis, including transit studies, bicycle and pedestrian studies, arterial corridor studies, and municipal plans. His graduate work also included researching freight transport and highway safety.

Education

M.S. in Community & Regional Planning - Transportation Specialization, The University of Texas at Austin, May 2011

B.A. Economics (with honors), Minor in Science, Technology, & Society, The University of Texas at Austin, May 2006

Affiliations

American Planning Association

Young Professionals in Transportation

Estes Park Transit and Parking Enhancement Study, Estes Park, Colorado

Assisted the Town of Estes Park with analyzing transit and parking during the tourist season. Transportation analysis responsibilities included documenting existing transit characteristics and usage, reviewing and analyzing previous relevant plans, analyzing transit and parking user surveys, researching the impacts of implementing paid parking, and conducting an open house presenting study findings to the public and soliciting their input and ideas.

Denver Transit Investment Review & Analysis Report, Denver, Colorado

Assisted the City & County of Denver (CCD) in researching the impacts and options of investing in transit by municipalities. Research responsibilities included identifying peer cities, analyzing transit investments by peer cities and how these projects were executed, identifying realized benefits of investing in transit, and recommending next steps for CCD. The City & County of Denver plans to use the report to investigate the possibility of further supplementing transit investments beyond their current contributions to the regional metro system.

CDOT Statewide Transit Plan, Colorado

Assisted CDOT with the development of regional rural transit plans, specifically for northwest Colorado, and the Statewide Transit Plan. Planning responsibilities include documenting current regional transit conditions, conducting stakeholder and public meetings to solicit transit needs for the region, developing a transit plan for the Northwest TPR, administering surveys for transit and human service providers, developing a rural transit demand methodology, and producing the Northwest TPR's coordinated transit plan. The Statewide Transit Plan will provide a statewide vision for transit by combining the Northwest TPR's plan with the other areas of the state, and utilize information obtained from the surveys.

Douglas County Oil and Gas Transportation Impact Study, Colorado

Assisted Douglas County with analysis of potential impacts on county-controlled roadways from possible future oil and gas development in the county. Transportation analysis responsibilities included identifying roadways likely to be used by oil and gas trucks, researching the impacts of oil and gas trucks, modeling truck travel patterns and volumes to estimate future impacts on roads, and comparing the impacts of oil and gas trucks to commercial trucks. The study identified which roadways oil and gas trucks would use, the impact they might have, and costs associated with those impacts given various oil and gas development projections.

Rapid City Comprehensive Plan, Rapid City, South Dakota

Assisting Rapid City, SD in producing transportation elements of their comprehensive plan. Transportation planning responsibilities include documenting current transportation system conditions, developing goals and priorities, identifying needs, and producing strategies to achieve the developed goals and priorities while addressing needs. The transportation elements are being developed in coordination with the rest of the comprehensive plan effort and will be used by the City to drive future transportation decisions.

Dickinson 2035 Transportation Plan, Dickinson, North Dakota

Assisted the City of Dickinson in developing a 2035 transportation plan. Transportation analysis responsibilities included creating transportation analysis zones, formulating trip generation characteristics, and modeling traffic volumes through 2035. This study was part of a greater 2035 comprehensive plan developed for the City.

FELSBURG HOLT & ULLEVIG

Evan Kirby, GISP

GIS

Evan applies 18 years of professional GIS experience to transportation and environmental projects throughout the Rocky Mountain region. Evan manages FHU's GIS team and is highly skilled in GIS application design and development, spatial analysis, database design, and project management. Evan has a broad array of GIS knowledge and expertise in both the public and private sectors. This includes projects completed for RTD (the Denver-area transit district); the Colorado Department of Transportation; the United States Forest Service; and multiple municipalities, counties, and public agencies in the Rocky Mountain region.

Education

B.A. Geography and Environmental Studies, Emphasis: GIS and Remote Sensing, University of Colorado, 1995

Certifications

Geographic Information Systems Professional # 00064117

Affiliations

Rocky Mountain Association of Environmental Professionals (RMAEP)

Urban & Regional Information Systems Association (URISA)

Geographic Information & Technology Association (GITA)

CDOT Statewide Transit Plan, Colorado

GIS Manager for development of coordinated transit plans for CDOT's 10 rural planning regions as well as the development of the State's first-ever Statewide Transit Plan. Evan performed analyses of existing commuter patterns, created maps of existing local and regional transit services, activity centers, and existing/projected socioeconomic /demographic conditions. The Statewide Transit Plan will provide a statewide vision for transit by combining the 10 TPR plans with other urban areas of the state, utilizing information obtained from surveys.

Mountain Metropolitan Transit 2035 Public Transportation Plan Update, Colorado Springs, Colorado

Performed GIS analysis for the plan update. Effort included inventory of existing transit services and major recreation, shopping, and public facilities, evaluation of existing services, identification of gaps in service, and existing and future demographic analysis. Produced maps depicting boarding and alighting densities, transit supportive area analysis, and low income populations.

Colorado State Freight and Passenger Rail Plan, Colorado

FHU assisted CDOT to develop Colorado's first statewide passenger and freight rail plan. The plan provides guidance for investing in future rail needs, and presents ways to enhance passenger and freight rail development to support economic growth. Evan managed GIS and authored the plan's System Inventory chapter. Using the Surface Transportation Board's confidential carload waybill sample, he analyzed the flow of Colorado's top commodities on the rail network; and depicted the million gross ton movement, number of carloads, and value of goods traveling by rail.

Johnstown, Milliken, Windsor Short Range Transit Plan, Colorado

Provided GIS analysis and mapping for the development and evaluation of three scenarios to address the three communities' transit needs. Alternatives were based on input received from stakeholders at an interactive transit workshop, community demographics and travel patterns in the sub area.

Title VI Compliance, Statewide, Colorado

Persons possessing a limited ability to read, write, speak, or understand English are considered Limited English Proficient (LEP). CDOT's Division of Transit & Rail (CDOT DTR) has a responsibility to analyze and ensure equitable access to transit services in accordance with best practice standards of Title VI of the Civil Rights Act of 1964. Evan assisted in the analysis of LEP populations and in the writing of the LEP Plan. He produced statewide maps depicting transit grantee dollars against LEP, minority, and Hispanic population concentrations and produced tables and text for transit grantees to include in their own analyses of LEP populations for reporting back to CDOT.

FasTracks I-225 Corridor Environmental Evaluation, Aurora, Colorado

Managed GIS in support of the development of the 12-mile-long RTD light rail line through Aurora. Evan performed GIS analyses for the Draft and Final Environmental Evaluation. Evan's key roles included spatial data analysis, production of property impact maps, construction of an environmental baseline database, and analysis of corridor alternative routes.

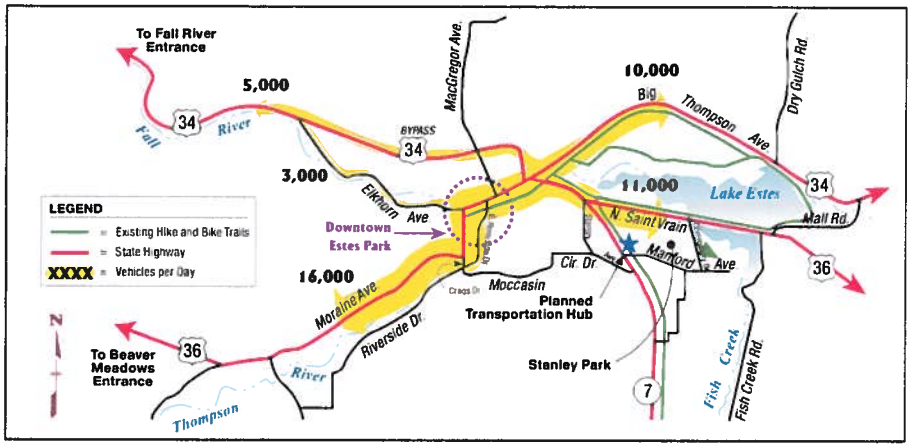
FELSBURG HOLT & ULLEVIG

EXPERIENCE AND CAPACITY

The following examples demonstrate the FHU team's experience providing transit planning services to public agencies. Note the various commonalities to the needs for the NCRTD planning efforts—elements such as demographics (rural or non-urban transit), feasibility (funding and implementation strategy development), and effectiveness (measurable results).

Estes Park Transit and Parking Enhancement Study, Town of Estes Park

Reference: Scott Zurn, Estes Park Director of Public Works; 170 MacGregor Avenue, Estes Park, CO 80517; 970.577.3582; szurn@estes.org



Estes Park, Colorado is a mountain community 65 miles northwest of Denver, and is located at the entrance to the Rocky Mountain National Park. Much like the NCRTD transit service area, the Estes region is largely rural in character and faces unique transit demands, to serve older adults, visitors, and employees throughout the region. Estes Park hosts a high volume of visitors wishing to access the park, much of it managed by transit. FHU conducted a study to evaluate parking and transit enhancements to reduce vehicular congestion in downtown Estes Park and Rocky Mountain National Park by encouraging the use of alternative transportation systems designed to improve visitor experience and protect natural resources. The study included evaluation of intercept transit parking facility locations, transit routes, and intelligent transportation systems and recommended solutions to reduce congestion and improve the visitor experience. An advisory committee consisting of representatives from the Town of Estes Park, Rocky Mountain National Park, Colorado Department of Transportation, and Central Federal Lands met regularly to provide project guidance. As part of this effort, a Categorical Exclusion for an identified transit parking facility and transportation hub at the Estes Park Visitor and Convention Bureau was completed and approved by FTA. In addition, a real-time traveler information system was designed for the existing transit parking facilities.

Subsequently, FHU, as a subconsultant to Walker Parking Consultants, was retained for site plan development and design of the six-bay transit hub east of downtown Estes Park at the Visitors Center. This work is currently underway.

Measurements Used to Determine Plan Success

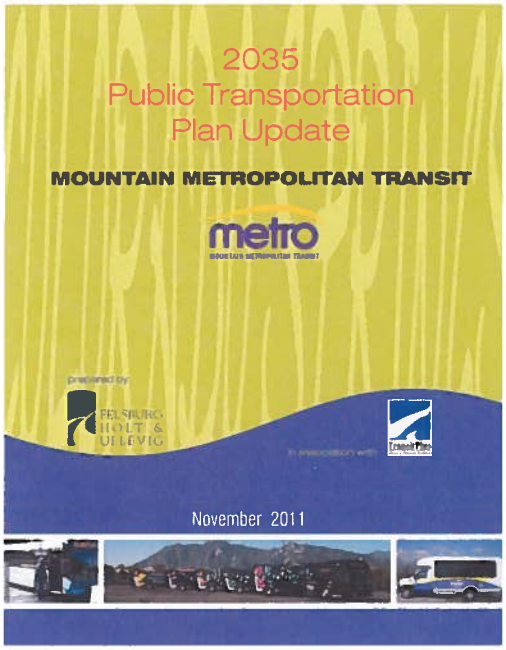
- Recommendations for transit service are actively being implemented by the Town.
- Town of Estes Park, with FHU assistance captures more than $15 million in FTA and FHWA grant monies to advance plan recommendations to implementation.

Key Staff

Holly Buck, Project Manager
Steven Marfitano, Transportation Planning
Shea Suski, Transportation Planning
Cady Dawson, Transit Planning
Evan Kirby, GIS

2035 Long Range Transit Plan and Mountain Metropolitan Transit Plan Update, City of Colorado Springs

Reference: Dave Menter, RTD Service Planning/Scheduling-North Team; 1600 Blake Street, Denver, CO 80202-1399; 303.299.2492; david.menter@rtd-denver.com (Mountain Metro Project Manager at the time of the Transit Plan development and update.)



Felsburg Holt & Ullevig was retained by Mountain Metropolitan Transit to conduct the 2035 Long Range Transit Plan and the 2035 Transit Plan Update. The plan lays out a strategy to accommodate the transit needs of the growing population and employment base in the region. Projections for the Pikes Peak area indicate that the population will grow from 517,900 in 2005 to 861,800 in 2035 and employment will increase from 275,600 in 2005 to 527,300 in 2035. FHU evaluated the existing transit service provided in the region, including a detailed evaluation of Mountain Metropolitan Transit, and compared it to the region's anticipated land uses. We inventoried and documented existing conditions, operating characteristics and performance characteristics for all public transit providers. Using Census 2000 data, the team identified existing transit markets including areas with concentration of low-income households, zero-vehicle households, persons with disabilities and aging populations. Staff conducted public outreach surveys to gain the opinions of riders, which was then utilized in the analysis of transit markets. The study then identified areas for transit service expansion and recommended a long-range vision as well as a fiscally constrained plan. The plan integrated regional rapid transit corridors, a streetcar line, expanded fixed-route services, park-and-rides and call-and-ride service improvements to accommodate future travel needs. The plan also identified steps for implementation of the improvements including the creation of a regional governing and taxing structure to operate the public services.

Mountain Metropolitan Transit successfully implemented many of the recommendations made in the original 2035 plan, such as adopting service standards, conducting a downtown fixed-guideway feasibility study to move toward implementation of a potential streetcar, initiation of a demonstration route between Woodland Park and downtown Colorado Springs, and a new route serving the eastern side of the city (Powers Boulevard). In 2010, Mountain Metropolitan Transit once again retained FHU to update the original 2035 transit plan (completed in 2008) to reflect changes to the City's vision and incorporate findings from other recent studies.

Measurements Used to Determine Plan Success

- Developed and reached consensus on the agency's mission and goals.
- Developed and reached consensus on transit vision and fiscally constrained transit plan to guide transit investment.
- Resulted in implementation of numerous recommendations.

Key Staff

Holly Buck, Project Manager

Steven Marfitano, Transportation Modeling

Cady Dawson, Transit Planning (prior to FHU-Transit Plus)

Colorado Statewide Transit Plan, Colorado Department of Transportation-Division of Transit and Rail

Reference: Tracey MacDonald; Senior Transit and Rail Planner; Colorado Department of Transportation Division of Transit and Rail, 4201 E Arkansas Avenue, Denver, CO 80222; 303.757.9763; tracey.macdonald@state.co.us

Felsburg Holt & Ullevig is currently working on the Statewide Transit Plan for the Colorado Department of Transportation's Division of Transit and Rail. It includes the development of Coordinated Regional Transit and Human Services Plans for nine of the ten rural Transportation Planning Regions (TPR) in Colorado as well as the development of the first-ever Statewide Transit Plan. FHU is the lead consultant, working in collaboration with TransitPlus, Nelson\ Nygaard, and Cambridge Systematics.

Each of the Coordinated Regional Transit and Human Services Plans include extensive data collection efforts and demographic analysis, surveying of human service and general public transit providers, transit demand analysis, development of vision and goals, an inventory of existing transit and human services, a financial summary, identification of short-, mid-, and long-term projects, and the development of regionally prioritized implementation and funding plans. Public input is a critical component of the coordinated planning process to ensure that needs are being identified and addressed for all segments of the population. Each Coordinated Regional Transit and Human Services Plan includes a group of key stakeholders to guide the planning process and will also host several public meetings to solicit input.

The development of the larger Statewide Transit Plan includes a comprehensive statewide vision, goals and objectives for transit, statewide data collection and demographic analysis, development of statewide transit performance measures and policies that will guide transit services, operations, and investments in Colorado. Like the Coordinated Plans, the Statewide Transit Plan also includes extensive public input to ensure that appropriate needs, priorities, and policies are identified. The nine Coordinated Regional Transit and Human Services Plans and the Statewide Transit Plan are anticipated to be completed in 2014.

Measurements Used to Determine Plan Success

- Development of the State's transit vision and goals
- Adoption of performance measures for annual review
- Consensus on implementation actions to guide CDOT transit investment and policies

Key Staff

Holly Buck, Project Manager
Cady Dawson, Lead Transit Planner
Steven Marfitano, Transit Analysis
Shea Suski, Transportation Planning
Evan Kirby, GIS

Subconsultant Experience

The Mercer Group

Denver RTD Strategic Planning Process Facilitation, Denver CO

Gary facilitated the annual Strategic Planning Session for the Regional Transportation District (RTD) in March 2014, in Denver, CO. This included assisting the 15-member Board of Directors in reaching consensus on the District's top four strategic goals for the coming budget year.

Reference: Paula Purdue, Executive Director to the Board of Directors; 1600 Blake Street, Denver, CO 80202; 303.299.2303; paula.perdue@rtd-denver.com

Roaring Fork Transportation Authority Strategic Planning Facilitation, Aspen, CO

Gary facilitated several strategic planning retreats for the transit authority that set the groundwork to secure funding for the valley's first BRT system, successfully launched in September 2013. In June 2014, he was called back to facilitate their annual strategic planning retreat, at which the Board updated its vision and mission, discussed long-term financial viability, and set goals for the coming years.

Reference: Dan Blankenship, RFTA General Manager; 0051 Service Center Dr., Aspen, CO 81611; 970.384.4981, dblankenship@rfta.com

Numerous other strategic planning and visioning plans throughout the country

The Mercer Group has led dozens of strategic planning and visioning projects for local, regional, and state governments throughout the country. Nearly all of these involved convening local stakeholders for facilitated visioning discussions and connecting agency staff and leadership with their counterparts at peer agencies to discuss best practices and lessons learned. Our completed strategic planning and visioning projects include: City Government Strategic Plan, San Jose, CA; Mayor's Strategic Planning and Team-building Retreat, City of Atlanta, GA; Comprehensive City & Chamber of Commerce Strategic Planning Process, City of Defiance, OH; Shared Values Workshop, City of Carrollton, TX; Largo Vision Strategic Plan, City of Largo, FL; County-Wide Strategic Plan, Henrico County, VA; Strategic Planning Process, Davis County, UT; Strategic Planning and Executive Development Project, South Carolina Budget and Control Board; Strategic Planning Training for Top Management, State of Wyoming.

Rosemary Romero Consulting

Office of the NM State Engineer/Interstate Stream Commission

Facilitation of statewide effort to update the 16 regional water plans throughout the state of NM. Developed master stakeholder lists; outreach to elected officials and other interested stakeholders; facilitation of the meetings and summary reports of expected issues. Phase II of this effort will include facilitation of the steering committees developing to address supply and demand water issues through strategies; development of a public involvement plan and other outreach as needed. Phase III of the planning effort will include presentations to governing bodies and public meetings to review the completed regional water plans that will then lay the foundation for update of the State of NM Water Plan.

Reference: Angela Bordegary, ISC Water Planner; 505.827.6167; angela.bordegaray@state.nm.us

Overall Public Involvement Experience

For the past 26 years, Ms. Romero has designed and facilitated numerous public involvement projects, assessed the potential for neutral conflict resolution services in diverse cases, consulted with public and private organizations on the use of alternative dispute resolution techniques, trained hundreds of persons in negotiation and mediation and public involvement skills and

promoted the use of mediation and facilitation in the environmental field and other public policy arenas that affect communities. She has facilitated controversial issues with various federal, state, local governments and nonprofit organizations and lead strategic planning efforts for numerous entities. She is the former President of Western Network a non-profit organization that developed an extensive practice centered on conflict resolution specific to natural resource issues such as water planning and land use planning. Ms. Romero completed four years as an elected City of Santa Fe Councilor and in that capacity served on several regional boards including the Chairmanship of the North Central Regional Transit District, Santa Fe Solid Waste Management Agency, and Santa Fe Regional Planning Authority while also serving on key City of Santa Fe committees.

References: David Coss, Former Mayor City of Santa Fe; 505.670.5392; dcoss1@yahoo.com and Dan Barrone, Mayor, Town of Taos; 575.770.7255; sawmill@taosnet.com

REgeneration Strategies/Jeremy Nelson

Mountain Metro Rides Five-Year Strategic Plan, City of Colorado Springs, CO (Jeremy Nelson and FHU)

Jeremy Nelson (with Nelson/Nygaard) was a member of the prime consultant team responsible for leading the Operating Analysis and developing the Implementation Plan for the City of Colorado Springs Metro Rides program. The Operating Analysis entailed development of a Strategic Vision for providing ridesharing and other TDM services and enhancing these services in the future. It also described the most appropriate operating procedures to ensure the long-range sustainability of the Metro Rides program.

FHU conducted the financial analysis for the Metro Rides Strategic Plan which evaluated vanpool expansion scenarios for the City of Colorado Springs. The Plan evaluated three scenarios that varied from status quo to robust growth. The financial analysis considered ridership fees, the cost of fuel, vehicle maintenance, insurance, staffing, and salaries as well as various funding mechanisms and the limitations associated with them. Anticipated capital revenues were compared to projected capital expenditures for each scenario to identify when funds would need to be set aside for vehicle replacements. Anticipated operating and administrative revenues were compared to projected expenditures to illustrate how adding staff and vehicles to the fleet would impact the bottom line. Based on the analysis, the City chose a moderate expansion program that would increase the number of vanpools from 42 to 70 and the number of trips 140 percent over the next five years.

Reference: Vicki McCann, Public Relations and Marketing Supervisor, Public Works Transit Services Division; City of Colorado Springs; 719.385-7439; vmccann@springsgov.com

Albuquerque Downtown Central Avenue Complete Streets Plan, City of Albuquerque, NM

Central Avenue is the historic Route 66 and effectively "Main St." for Downtown Albuquerque. Central Avenue currently hosts local bus service, but the transit agency was developing plans for Bus Rapid Transit service. The Central Avenue Complete Streets Plan focused on creating a streetscape design for the corridor that accommodated the operational needs of the proposed Bus Rapid transit, enhanced pedestrian and bicycle amenities (to facilitate first/last mile access to the BRT stops) and integrated with planned and proposed development along the corridor (to increase ridership through TOD opportunities). As a subconsultant to Vialta Group, Jeremy Nelson was Nelson\Nygaard's project manager and lead planner for the transportation analysis, complete street design alternatives, and evaluation of land use-transportation integration strategy.

Reference: Andrew Webb Policy Analyst/Planning, Albuquerque City Council; awebb@cabq.gov;505.768.3161

UNDERSTANDING OF MAJOR WORK ELEMENTS AND PROJECT

Over the last decade New Mexico residents have done a tremendous job of supporting and implementing transit services that improve mobility for residents and visitors accessing jobs, medical appointments, and cultural amenities in communities throughout New Mexico. NCRTD has been at the forefront of this mobility enhancement movement as the first RTD to be certified by the State and by recognizing the need to travel and connect to communities regionally as well as locally.

Thus far, NCRTD has been guided largely by implementing recommendations made in short-term transit plans. With the GRT expiring in 2023, it will be important to illustrate the benefit transit has had in the past and even more important to show the benefit and need for transit in the future to encourage the extension of the GRT to continue to fund the critical transit services provided by NCRTD.

The long range plan is needed to identify a long-term transit vision and prioritize and monitor transit investments to achieve the vision over time. While we anticipate a visionary and robust transit plan to result form this effort, we also understand that recommendations must be cost effective and fiscally sustainable to maintain stability in service levels over time.

While the analysis for the long range plan will build on NCRTD's recent short-term plan, the focus will be on building consensus for the longer-term future of the agency. The team will provide quantitative and qualitative data and analyses to inform the Board's decisions about future recommendations including information on:

- the economic benefits of transit to communities,
- how changing demographics are shifting travel patterns and impacting transit,
- the relationship between jobs, housing, and transit,
- the costs and benefits of transit, and
- viable modes of transit to meet future demands

Successful completion of this project will include Board, stakeholder, and public support for the agency's Vision, Mission and Goals, consensus on the Recommended Long-term Transit Service Plan, and a clearly defined roadmap for implementation of the plan in a fiscally sustainable manner.

APPROACH AND MANAGEMENT PLAN

The FHU team emphasizes individual contact with Board members, staff, and key stakeholders, in order to:

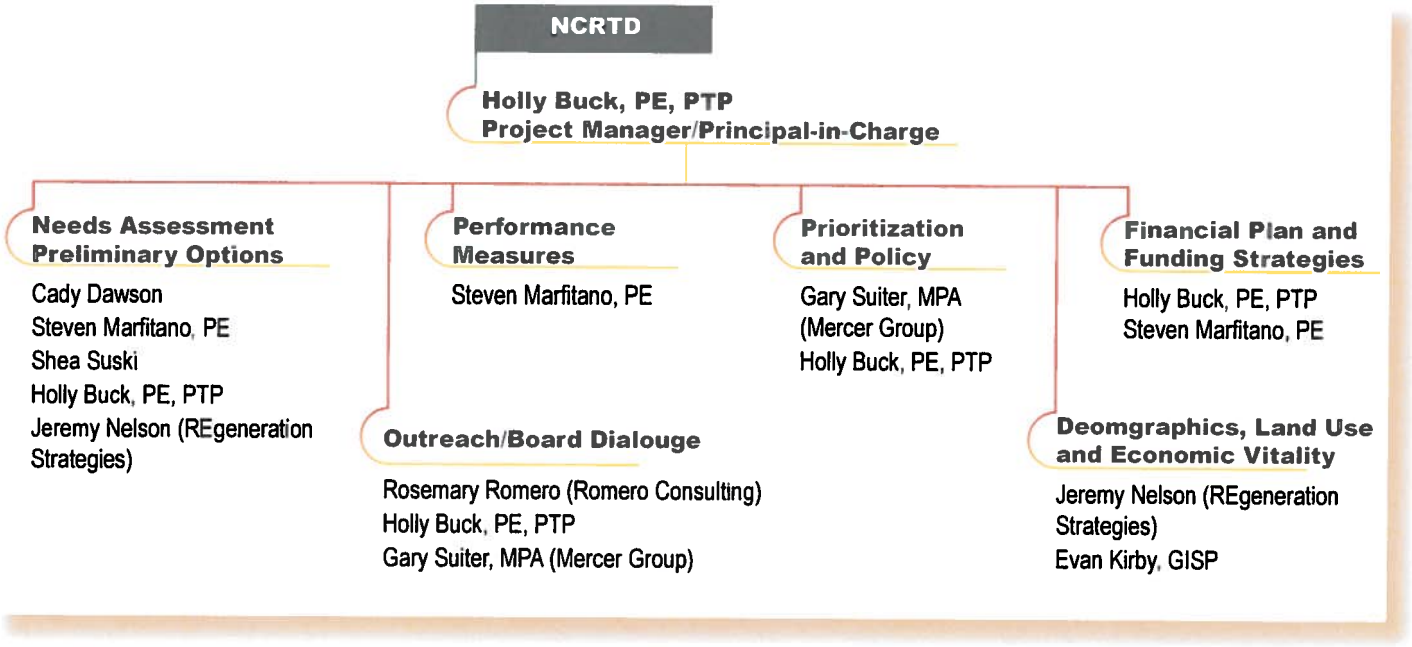
- Identify key issues
- Better understand individual viewpoints
- Identify areas of consensus and common goals
- Identify possible divergent viewpoints.

This approach enables our team to more effectively guide the project to a successful conclusion.

Holly Buck will work directly with the NCRTD project manager and be the day-to-day contact for the project. Holly will assign tasks and oversee all aspects of the job completed by FHU and subconsultants' staff, schedule meetings, and track the schedule and budget for the duration of the project. She will also develop and implement the quality control process for this project in compliance with FHU's Total Quality Management Plan. Rosemary Romero will take the lead in external public involvement in order to maximize her expertise with the significant stakeholders

For the first couple months of a project, Holly typically conducts weekly progress conference calls with the agency project manager to clarify questions, request data, and provide progress updates. This assures that the team has adequate direction to initiate the project efficiently. Progress reports will be developed monthly and submitted to the client. Progress reports will include a summary of activities accomplished during the previous month, the budget expended to complete those tasks, and a comparison of cumulative budget to the percentage of each task completed. This comprehensive review of the project helps to ensure that the plan is completed on time and within budget.

The FHU team, shown below, is efficiently sized and organized to optimize the project budget and schedule:



STAFFING PLAN

The following table includes the estimated hours by position anticipated to complete this plan. We have structured the work such that much of the analysis and research can be completed by one of our excellent Level 2 planners (Shea Suski). Board facilitation will be conducted primarily by the project manager, Holly Buck, and Lead Facilitator, Gary Suiter of the Mercer Group and public involvement will be largely handled by Rosemary Romero.

Tasks/Staff	Project Manager	Planner IV	Planner II	GIS	Graphics	Admin	Facilitator	Facilitator	Land Use Planner	Public Involvement Lead	Total
Task 1. Project Initiation and Project Management											
Ongoing project management (8 months)	8	20	0	0	0	0	0	0	0	0	**28**
Kick off Meeting	8	4	0	0	4	2	8	4	4	4	**38**
Task 2. Outreach/Board Dialogue											
Board meetings (4 meetings)	32	4	0	0	0	0	16	0	16	0	**68**
Public engagement plan	0	2	0	0	0	0	0	0	0	8	**10**
Public meetings (4)	24	0	0	0	8	0	0	20	0	30	**82**
Meeting materials/announcements	2	0	0	0	4	0	0	0	0	8	**14**
Task 3. Review of Other Plans											
Review and summarize past plans	2	0	4	0	0	0	2	0	8	0	**16**
Review and summarize ongoing plans	2	0	4	0	0	0	0	0	0	0	**6**
Map existing transit service	0	0	0	4	0	0	0	0	0	0	**4**
Task 4. Demographics, Land Uses and Travel Patterns											
Existing and future demographic analysis	0	4	0	8	0	0	0	0	0	0	**12**
Current and future land use	2	4	0	0	0	0	0	0	12	0	**18**
Assessment of existing system's ability to meet future needs	2	4	16	0	0	0	0	0	4	0	**26**
Task 5. Needs Assessment											
Future needs/gaps	2	4	30	0	0	0	0	0	0	0	**36**
Benefits of transit (mobility, economic, etc)	0	0	0	0	0	0	0	0	16	0	**16**
Task 6. Preliminary Options, Alternatives, Proposed Strategies											
Develop options	2	8	30	0	0	0	0	0	4	0	**44**
Develop evaluation process and evaluate options	4	0	0	0	0	0	0	0	4	0	**8**
Task 7. Recommended Long Range Service Plan											
Identify recommended long-term options	2	8	0	0	0	0	0	0	2	0	**12**
Develop prioritization process and prioritize recommended options	2	20	0	0	0	0	8	0	0	0	**30**

Tasks/Staff	Project Manager	Planner IV	Planner II	GIS	Graphics	Admin	Facilitator	Facilitator	Land Use Planner	Public Involvement Lead	Total
Task 8. Financial Plan, Implementation Strategies and Funding Strategies											
Identify and document funding strategies and implementation plan	0	4	16	0	0	0	0	0	2	0	22
Develop long range financial plan tool	2	10	0	0	0	0	0	0	0	0	12
Task 9. Final Long Range Transit Service Plan											
Draft and Final Long-Range Transit Service Plan	2	2	20	0	4	8	4	0	4	4	48
Subtotal Labor	**98**	**98**	**120**	**12**	**20**	**10**	**38**	**24**	**76**	**54**	**550**

Current Project Commitments

We take our commitments to our clients' projects seriously. We provide qualified staff who not only possess exceptional expertise, but also have sufficient capacity to fully commit to this project. FHU will not make any changes to the study team without your written consent.

Holly is currently serving as the FHU Project Manager of the Colorado Statewide Transit Plan. This project is nearing completion in 2014, and would dovetail nicely with the anticipated ramp-up of the NCRTD planning effort. She is a subconsultant on the Mercer Group's team conducting the Strategic Transit Plan for the Rio Metro Regional Transit District. Holly is also the Project Manager for the Canyons Resort Village Association Transportation Master Plan, which is also slated for completion in November 2014. This will leave Holly ample capacity to prioritize your plan development.

As noted in the project examples, Holly Buck, Cady Dawson, and Steven Marfitano frequently work together as FHU's core transit planning team. They have several projects in common, the largest of which is the Colorado Statewide Transit Plan. This project has been Cady's primary project commitment; its conclusion will allow her to redirect her focus to the NCRTD project as her primary active project. Steven Marfitano is currently serving as a transportation planner for the Northwest Douglas County System Level Study and the City of Aurora Street Construction Priority Program, both of which are nearing completion (expected in late Fall 2014). He will begin work this Fall on the South I-25 Urban Corridor Study. However, Steven currently has no comparable projects for which he is serving as a Transportation Planner; considering his current commitments he possesses the availability to commit to the NCRTD Long Range Transit Service Plan.

FHU and team members Mercer Group and REgeneration Strategies are scheduled to begin work this Fall on the Rio Metro Regional Transit District Strategic Vision Plan, which will provide opportunities for our core team to all be in New Mexico cost-effectively as well as some other work efficiencies of having our team to work on both plans in the areas where they overlap.

You can rest assured that our roster of planners offer sufficient capacity to fully focus on this project. We have taken care to select qualified team members who will not have concurrent or competing project deadlines. The Long Range Transit Service Plan will be a primary commitment on transit team's project roster.

WORK PLAN AND SCHEDULE

Task 1. Project Initiation and Project Management

Deliverables

- Finalized scope of work
- Kick off meeting agenda and meeting materials
- Monthly project progress reports including schedule and budget tracking

The first task is to finalize a detailed scope of work with NCRTD. This will ensure that the team has a clear understanding of NCRTD's goals for the project, expected project tasks, deliverables, and deadlines and provides NCRTD a high-quality product and customer service.

Next, the team will conduct a kick-off meeting with the Steering Committee. The goal of the meeting will be to introduce the team and committee members, review the scope of work and deliverables, and initiate discussions about the committee's vision for transit in the region.

As Project Manager, Holly Buck will be your primary point of contact. She will track the schedule and budget and implement quality control procedures throughout the project. She will provide monthly progress reports.

Task 2. Outreach/Board Dialogue

Deliverables

- Meeting agendas and meeting materials
- Public engagement plan
- Stakeholder involvement record
- Electronic and hard copy community meeting announcements
- Materials and meeting summaries for four community meetings

This task covers public outreach efforts and meetings with the NCRTD Board of Directors.

Board Dialogue

We anticipate bimonthly workshops with the NCRTD Board of Directors to affirm the District's Vision, Mission, and Goals, create a better understanding of how transit can benefit communities, identify best practices in the transit sector, and achieve an overall future vision for the District. These meetings will be critical in guiding the project and achieving expected outcomes. The table on the following page illustrates draft agendas and meeting goals for each of the four planned meetings. All topics identified in the Request for Proposals will be covered at these four meetings. We also anticipate that the meetings will be coordinated with standing Board meetings and communication will occur between meetings on project progress and key deliverables.

Draft Agendas and Meeting Goals

	Meeting #1	Meeting #2	Meeting #3	Meeting #4
Goals	**Get initial input from Board on NCRTD's Mission, Vision, and Goals**	**Understand benefits of transit for the region and initiate visioning discussion**	**Understand what peer communities are doing and identify best practices for the region**	**Generate consensus of future transit vision and prioritization**
Agenda	■ Introduce team and Board ■ Review scope of work and deliverables ■ Review initial demographic-based needs assessment ■ Interactive discussion on Mission, Vision and Goals	■ Transit and land use connection ■ Transit and economic development ■ Review and identification of potential peer systems ■ Review Funding options ■ Interactive regional visioning exercise	■ Peer panel discussion ■ Best practices summary ■ Preliminary transit options ■ Review draft evaluation process ■ Review draft prioritization process	■ Evaluation of transit options ■ Recommended transit options ■ Prioritization of recommended options ■ Consensus on final plan recommendations

Public Involvement

Our goal is to create a plan that clearly articulates the desired direction of the region to meet the needs of transit-dependent populations, employers, and employees relying on commuter service, choice riders taking discretionary trips, and major developers/property owners in areas that are well served to understand how new transit service in those areas could support transit-oriented development projects. Early in the process we will develop a public engagement plan that is tailored to solicit meaningful input from a broad cross-section of people in the region.

The public engagement plan will include community meetings in Espanola, Santa Fe, Taos, and Los Alamos at the midpoint in the planning process. Meeting locations will be selected based on accessibility for transit users, bicyclists, and pedestrians. We will also ensure that all locations are ADA accessible and will provide interpreters upon request. The same materials will be presented at all four meetings and at a minimum will include:

- Project background and goals
- Updated NCRTD Mission, Vision, and Goals
- Inventory of existing services
- Summary of the benefits of transit
- Needs assessment
- Draft Regional Vision
- Summary of peer system information

To encourage and improve attendance at these public meetings Romero Consulting will work directly with the Mayors and other elected officials in each of the communities and counties to identify a list of potential participants and send personal invitations from the elected officials to each.

Task 3. Review of Other Plans

Deliverables

- Summary of the planning efforts currently underway, relevant documents
- Map of the existing transit services

We will review all relevant documents identified in the RFP, research related transit work that is currently underway, and inventory existing transit services within the region. As discussed in greater detail in Task 4, we will also review the most relevant land use plans and major development proposals in NCRTD's service area, as well as comprehensive plans and other policy documents to ensure that the transit scenarios developed later in the project can be evaluated based on how well they support local and regional goals in the areas of economic development, housing affordability, environmental sustainability, and the like. To avoid duplication of work, we would request all geographic information system-based mapping developed as part of the recent five-year plan be provided to the team.

This same team of consultants (led by the Mercer Group) was recently awarded Rio Metro District's Long Range Strategic Plan and will ensure that recommendations from this plan are compatible and complement this plan and other plans being developed in the region.

Task 4. Demographics, Land Uses and Travel Patterns

Deliverables

- Demographic analysis
- White paper on changing travel behavior
- Summary of existing and future land use and impact on transit

This task will build on the demographic analysis conducted in the recent short-term plan by adding pertinent information on population growth and shifts in the demographics. Understanding these future attributes is key to creating a longer-term vision for the region that addresses future needs.

For example, population projections development by the Geospatial and Population Studies Group at the University of New Mexico estimate that the population of the four-county region will grow from approximately 236,000 people in 2015 to approximately 280,000 people in 2035, a growth of 13 percent. Specifically these estimates indicate that Santa Fe and Taos counties will have a steady 2 to 7 percent growth every five years through 2035 while Los Alamos and Rio Arriba are expected to have very modest growth in the early years, remain stable between 2020 and 2030, and have slight declines in population after 2030.

A similar and important demographic trend that impacts transit need is the anticipated growth in people over the age of 65 years. Many communities are preparing for increased demand in transit service as the baby boomer generation ages and begins to depend on transit more often for mobility.

Another newer trend that has increased transit ridership over the last several years is the increase in the Millennial population choosing to use public transportation as a lifestyle choice. Millennials are choosing to live in walkable communities closer to jobs, recreation, and amenities so that they can use transit and eliminate the expense of vehicle ownership. This is impacting the typical travel patterns that have been seen in the United States since the coming of age of the automobile in the 1950s.

During this task, the team will review available travel pattern data to determine how well the existing system is capturing these various trip types. The Task will result in a white paper that describes the existing and future demographics, land uses and travel pattern, their potential influence on the regions transit market and what the region can to capture ridership.

As part of Task 3 and Task 4, REgeneration Strategies will also review: a) the most relevant land use plans in the NCRTD's service area and b) major development projects that are entitled, under construction, planned, or proposed. The review of land

use plans (such as Comprehensive Plans, Community Plans, etc.) will ensure that recommendations for new or improved transit service are closely integrated with existing and future land use patterns. The review of major development projects will asses how these projects can be sited and planned to be supportive of transit so that Finally, the team will make high-level recommendations on how the planning policies and development standards of local jurisdictions in NCRTD's service area can be reformed to better support transit service, catalyze private-sector economic activity and redevelopment, and generate a higher return on investment for taxpayer dollars spent on transit.

Task 5. Needs Assessment

Deliverables

- Needs Assessment Report
- White paper summarizing research on the benefits of transit

This task will build on the needs identified in the recent short-term plan with an emphasis on how changing demographics and land uses will impact transit demand, coverage, and span of service. The analysis will cover spatial needs and gaps (or duplication of service), temporal needs and gaps, and capital needs and gaps, and will include a quantitative assessment based on the data summarized in Task 4 and a qualitative assessment based on input received from the NCRTD Board of Directors, stakeholders, and the public. Additionally, the team will provide an assessment of how well the current transit system, including recommendations made in the near-term transit plan, can meet future travel needs in the region. This information lays the groundwork to identifying the preliminary options in Task 6.

During this task the team will also prepare a white paper with information on the benefits of transit for communities and the impact of not providing sufficient transit to meet transit needs. This paper will include information on social impacts of transit, economic development impacts, mobility benefits, return on investment and housing affordability. . In discussion with the project team, topics for this white paper may include:

- Types of economic benefits conferred by transit investments and key beneficiaries (e.g. reduction in Housing+Transportation costs, increase in discretionary income, etc.)
- Description of factors influencing ability to influence regional economic development/ return on transit investment
- Qualitative assessment of potential regional return on investment from transit operations (with examples and case studies from NCRTD service area and peer regions if possible within the resources of this budget and available data)
- Potential opportunities to increase regional return on investment and catalyze additional economic development

Task 6. Preliminary Options, Alternatives and Proposed Strategies

Deliverables

- Preliminary Options Report
- Prioritization options, process and recommended prioritization plan

Development of Preliminary Options

The demographic, land use and travel pattern analysis in Task 4 and the needs assessment conducted in Task 5 set the stage for development of a set of preliminary options. During this task, the team will develop future transit scenario, an evaluation process and a prioritization process.

Future Transit Scenarios

The team will develop up to six scenarios that address the needs and gaps identified in Task 5. The scenarios will be developed to evaluate and understand the implications of:

- Expanding the service area versus maintain the existing service area
- Increasing frequency of services
- New or modified routes/services
- Change in service types

Services that will be considered include but are not limited to demand responsive transit, fixed-route service, route deviation, regional, express, intercity bus, and bus rapid transit. In addition, vanpool, carpooling, and car share options along with new and modified pass programs will be included as appropriate. Finally, the potential expanded role of the NCRTD in working with local jurisdictions to facilitate transit-supportive land use patterns and major developers to incentivize transit-oriented development in areas well-served by transit will be considered; this role may include technical support, grant funding for best practices, public-private partnerships, and similar.

Each scenario will be illustrated graphically and will include a narrative with information on new routes, frequency of service, capital requirements, estimated ridership, estimated operating and capital cost, operating cost per boarding, and subsidy per boarding.

Evaluation of Scenarios

The team will develop an evaluation methodology to help narrow down the transit scenarios and eventually identify a preferred scenario. Evaluation criteria will be refined through the discussion of Vision, Mission and Goals with the Board and through discussions with other stakeholders but is likely to include:

- Scenario's ability to meet systems goals
- Scenario's ability to meet identified needs
- Scenario's ability to capture new and choice riders
- Scenario's coverage of transit dependent populations
- Scenario's estimated overall ridership
- Scenario's operating and capital cost

Ultimately, the evaluation process will identify a single transit scenario that will become the Recommended Long Range Transit Plan.

Task 7. Recommended Long-Range Transit Plan Prioritization and Implementation

Deliverables

- Detailed description and map of Recommended Long Range Transit Plan
- Performance Measures
- Prioritization process
- Implementation Strategies

Based on the evaluation of scenarios and public input received, the team will illustrate and document the Long-range Transit Plan and initiate the prioritization process.

Prioritization of investments will be based largely on the region's goals and objectives for transit. The goals and objectives for transit will be identified through work with the Board of Directors as well as through conversations with stakeholders throughout the process. For example, if the highest priority is to capture choice riders, prioritization will look somewhat different than if the highest priority to ensure accessibility for transit-dependent populations. As a result, the prioritization process will be developed in conjunction with the Board of Directors

and will reflect the values of the community as heard through the community meetings for this project and the public meetings held as part of the short-term plan.

The team will develop two prioritization approaches for review with the Board. Information about the benefits of each approach (ability to capture ridership, ability to serve underserved demographics, etc.) and financial implications of each approach will be provided to assist the discussion. The team will lead a consensus building exercise with the Board to reach agreement on the prioritization of services.

Once services and improvements included in the Recommended Long-range Transit Plan have been prioritized, the team will layout an implementation plan that will be a roadmap for achieving the vision. This will include guidance on strategic partnerships, planning studies, land use policies, agency structure, and funding options to work toward vision implementation.

During this task the team will work with the Board to develop a set of performance measure to measure NCRTD progress toward attaining the vision over time.

Task 8. Funding Strategies and Financial Plan

Deliverables

- White paper of funding strategies
- Financial plan with editable spreadsheet tool

Funding is often the largest hurdle to overcome when implementing needed transit services. The State of New Mexico and NCRTD region have shown a great commitment to supporting transit through the use of the gross receipts tax funding. However, the funding mechanism is expected to sunset in 2023 and will require another vote to continue. Identifying a long-term transit vision for transit in the region is an essential step to maintaining long-term support and funding for the services.

Through this exercise we will identify a wide range of potential funding sources including FTA grants, state opportunities, and local revenue sources such as TIF, public-private partnerships, and similar. When possible, estimates of potential funding amounts that could be generated by a particular source.

The team will develop a near and long-term financial plan that will lay out capital and operating expenditures in their anticipated year. Capital and operating/maintenance will be calculated separately to reflect that often the two types of funding are not interchangeable. This exercise will illustrate the capital and operating funding amounts needed to implement and sustain services between 2015 and 2035. An editable spreadsheet tool will be provided to NCRTD to update expenditures and revenues as needed to keep the financial plan update even after the project has been completed.

Task 9. Final Long Range Transit Service Plan

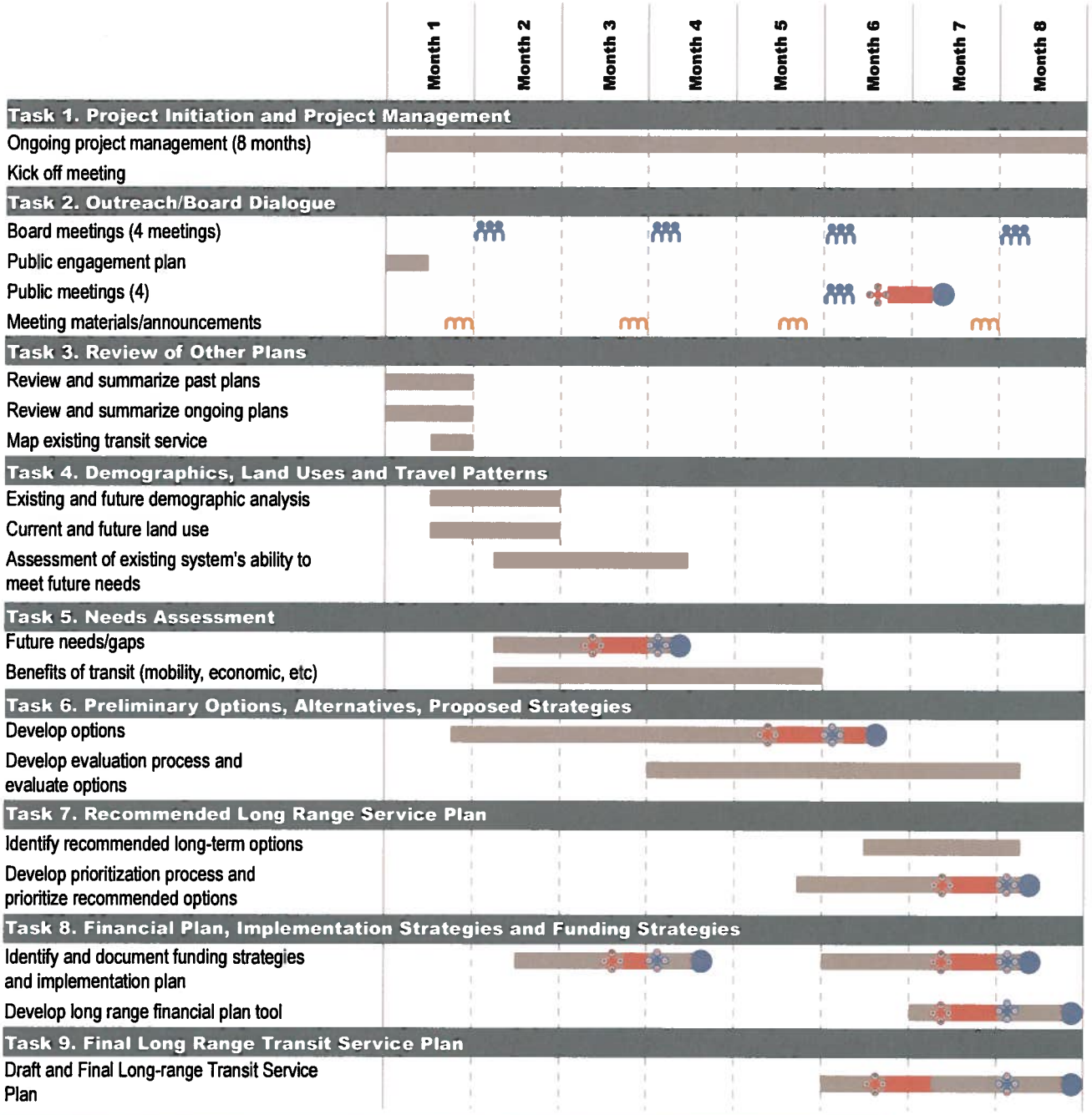
Deliverables

- Draft and Final North Central Regional Transit Long Range Transit Service Plan, including Executive Summary

The deliverables and analysis developed as part of this long range transit plan will be assembled into an easy to read, user friendly document. Like all project deliverables it will be submitted to staff for an initial review. Comments from staff will be incorporated into the document and a final draft will be submitted to the Board for review. Edits received from the Board will be incorporated and the final document will be published and submitted to NCRTD.

Project Schedule

The schedule shown below anticipates eight months to complete the work. We've assumed an on site kick off meeting to finalize the scope of work, budget and deliverables with the NCRTD project manager and key staff. In addition, we've include four Board meetings scheduled to coincide with the Board's current meeting schedule of the first Friday of the month. We have scheduled tasks and project deliverables to coincide with the Board meetings to provide opportunities for the Board to ask questions and provide in person feedback on the deliverables.


Month 1
Month 2
Month 3
Month 4
Month 5
Month 6
Month 7
Month 8
Task 1. Project Initiation and Project Management
Ongoing project management (8 months)
Kick off meeting
Task 2. Outreach/Board Dialogue
Board meetings (4 meetings)
Public engagement plan
Public meetings (4)
Meeting materials/announcements
Task 3. Review of Other Plans
Review and summarize past plans
Review and summarize ongoing plans
Map existing transit service
Task 4. Demographics, Land Uses and Travel Patterns
Existing and future demographic analysis
Current and future land use
Assessment of existing system's ability to meet future needs
Task 5. Needs Assessment
Future needs/gaps
Benefits of transit (mobility, economic, etc)
Task 6. Preliminary Options, Alternatives, Proposed Strategies
Develop options
Develop evaluation process and evaluate options
Task 7. Recommended Long Range Service Plan
Identify recommended long-term options
Develop prioritization process and prioritize recommended options
Task 8. Financial Plan, Implementation Strategies and Funding Strategies
Identify and document funding strategies and implementation plan
Develop long range financial plan tool
Task 9. Final Long Range Transit Service Plan
Draft and Final Long-range Transit Service Plan
KEY
Meetings
Meeting Materials
Draft Deliverable to Staff
Draft Deliverable for Board Review
Final Deliverable
Review

COST CONTROL

Holly Buck, our Project Manager and Principal-in-Charge, will ultimately be responsible for delivering a quality transit service plan on time and within budget. Holly's management style involves high levels of organization, focus, and communication; strengths that promote team integration, contribute to quality deliverables, and optimize project efficiencies. Her belief is that a focused, well-planned effort with buy-in from the team results in a higher level of finished product quality. Frequent communication with the NCRTD team will ensure we are meeting critical project milestones and providing responsive service. Two fundamental points underpin our cost control methodology:

Agree on the work. Starting off right is critical to the project's ultimate success. FHU will start by working with NCRTD to negotiate a scope of work and work hour estimate that clearly defines NCRTD expectations and assumptions with agreed value.

Manage to the work plan. FHU and NRCTD Project Managers will work together to remain true to the scope of work and budget given inevitable changes that occur throughout a project. Adherence to the scope of work and budget will be discussed regularly. Careful attention must be paid to the project's burn rate, to ensure budget remains aligned with the work activity yet to be completed within the remaining schedule. With this in mind, any changes to the scope requested by NCRTD will be negotiated and included into the project work plan.

FHU supports our project managers with Deltek Vision accounting software that provides real-time data on project labor hours and expenses by associated scope tasks, allowing for continuous budget tracking.

COST

	FHU						Mercer Group		Regen	RR	TOTALS
	Buck	Dawson/ Marfitano	Suski	Kirby	Campbell	Admin	Suiter	Cordova	Nelson	Romero	Professional Service Fee
Hourly Rate	$175	$125	$95	$165	$110	$90	$170	$170	$110	$120	
Task 1. Project Initiation and Project Management											
Ongoing project management (8 months)	8	20									$3,900
Kick off Meeting	8	4			4	2	8	4	4	4	$5,480
Task 2. Outreach/Board Dialogue											
Board meetings (4 meetings)	32	4					16		16		$10,580
Public engagement plan		2								8	$1,210
Public meetings (4)	24				8			20		30	$12,080
Meeting materials/announcements	2				4					8	$1,750
Task 3. Review of Other Plans											
Review and summarize past plans	2		4				2		8		$1,950
Review and summarize ongoing plans	2		4								$730
Map existing transit service				4							$660
Task 4. Demographics, Land Uses and Travel Patterns											
Existing and future demographic analysis		4		8							$1,820
Current and future land use	2	4							12		$2,170
Assessment of existing system's ability to meet future needs	2	4	16						4		$2,810
Task 5. Needs Assessment											
Future needs/gaps	2	4	30								$3,700
Benefits of transit (mobility, economic, etc)									16		$1,760
Task 6. Preliminary Options, Alternatives, Proposed Strategies											
Develop options	2	8	30						4		$4,640
Develop evaluation process and evaluate options	4								4		$1,140
Task 7. Recommended Long Range Service Plan											
Identify recommended long-term options	2	8							2		$1,570
Develop prioritization process and prioritize recommended options	2	20					8				$4,210
Task 8. Financial Plan, Implementation Strategies and Funding Strategies											
Identify and document funding strategies and implementation plan		4	16						2		$2,240
Develop long range financial plan tool	2	10									$1,600

	FHU						Mercer Group		Regen	RR	TOTALS
	Buck	Dawson/ Marfitano	Suski	Kirby	Campbell	Admin	Suiter	Cordova	Nelson	Romero	Professional Service Fee
Hourly Rate	$175	$125	$95	$165	$110	$90	$170	$170	$110	$120	
Task 9. Final Long Range Transit Service Plan											
Draft and Final Long-range Transit Service Plan	2	2	20		4	8	4		4	4	$5,260
Subtotal Labor	98	98	120	12	20	10	38	24	76	54	$71,260
Other Direct Costs											$4,988
Tax (5%)										5%	$3,563
TOTAL											**$79,811**

ADDENDA

The undersigned acknowledges receipt of the following addenda to the document:

Addendum No. 1 , Dated 8/4/2014

Addendum No. , Dated _____

Addendum No. , Dated _____

Failure to acknowledge receipt of all addenda may cause the bid to be considered non-responsive to the solicitation. Acknowledged receipt of each addendum must be clearly established and included with the offer.

The undersigned understands that any conditions stated above, clarifications made to above or information submitted on or with this form other than that requested, will render bid unresponsive.

(Name of Individual, Partnership or Corporation)
Felsburg Holt & Ullevig

6300 S. Syracuse Way, Ste. 600, Centennial, CO 80134

(Address)

D. Holly Buck, PE, PTP
(Authorized Signature)

Principal

(Title)

8/15/2014

(Date)

303-721-1440
(Telephone)

AGREEMENT OF GOODS and SERVICES

To: North Central Regional Transit NCRTD
1327 North Riverside Drive
Espanola, NM 87532

The undersigned hereby agrees to furnish the goods and services as listed below in accordance with the specifications which have been carefully examined and are attached.

Signed: D. Holly Buck

Printed Name: D. Holly Buck, PE, PTP

Title: Principal

Date: 8/15/2014 Telephone: 303-721-1440

For (Company): Felsburg Holt & Ullevig

Address:

6300 S. Syracuse Way, Ste. 600, Centennial, CO 80134

CERTIFICATE OF NON COLLUSION

I hereby swear (or affirm) under penalty of perjury:

1. That I am the Bidder or an officer or employee of the bidding corporation having authority to sign on its behalf (if the Bidder is a corporation);
2. That the attached bid has been arrived at by the Bidder independently and has been submitted without collusion and without any agreement, understanding, or planned course of action with any other vendor of materials, supplies, equipment, or service described in the Invitation for Bid, designed to limit independent bids or competition;
3. That the contents of the bid has not been communicated by the Bidder or its employees or agents to any person not an employee or agent of the Bidder or its surety on any bond furnished with the Bidder, and will not be communicated to any such person prior to the official opening of the Proposals; and,
4. That I have fully informed myself regarding the accuracy of the statement made in this affidavit.

Signed D. Holly Buck
D. Holly Buck, PE, PTP

Firm Name Felsburg Holt & Ullevig

Subscribed and sworn to before me this 14th day of August, 2014

Notary Public

STACEY ROTH FREITAG
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID # 20024036149
MY COMMISSION EXPIRES NOVEMBER 06, 2014

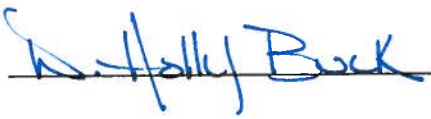
Stacey Roth Freitag

My commission expires 11/6/2014.

Proposer's E.I. Number 84-0965977
(Number used on employer's Quarterly Federal Tax Return)

AFFIRMATIVE ACTION PLAN CERTIFICATION

The undersigned hereby certifies that the business is in compliance with all federal affirmative action requirements applicable to the business.

Signature: 

Typed Name: D. Holly Buck, PE, PTP

Company: Felsburg Holt & Ullevig

Title: Principal

Date: 8/15/2014

Bidder's firm is: (check or complete all applicable boxes)

[ ] an individual

[ ] a partnership

[ ] a non-profit organization

[X] a corporation, incorporated under the laws of the State of Colorado

_____ a limited liability corporation (LLC)

[ ] other, _____

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: September 5, 2014

Agenda Item – G

Title: Investment of District Funds and the State of New Mexico Local Government Investment Pool Report Summary**.**

Prepared By: Glenda Aragon Finance Director, Anthony J. Mortillaro, Executive Director

Summary: The NCRTD began recently participating in the LGIP government investment fund, known as the New MexiGROW Local Government Investment Pool or LGIP, and Other Certificate of
Deposits from Local and surrounding banks in New Mexico. The NCRTD established the short-term investments (no more than 12 months) throughout various FDIC insured institutions in the state of New Mexico. The total amount set for investment totaled approximately $5,975,492 and a total overall cash balance of $7,428,077, including the NCRTD operating account of approximately $1,226,891. (NCRTD has 2.15x in operating liquidity funds)

Summary:

- As of June 30, 2014, the total Investment CD's and LGIP inclusive of interest revenue is $5,981,186, with a total earning of $5,883 since the accounts have been established and began earning interest.
- The average rate of return is .325% with and average earned income of $356.
- The highest earned income is .70% with US New Mexico FCU for a 6 month term earning the district a total of $598.10 in interest.
- The current Quarter from April-June of 2014 earned a total of $3,941 in interest.
- Last Fiscal Year (FY2013) the district generated approximately $3,377.
- Operating Cash Balance account has approximately $1,226,891 for operational cash flows.

- Total overall cash balance of $7,428,077.

	Amount Invested YTD	Earnings	% of portfolio
LANB operating Acct.	1,446,891.19	189.37	19%
LGIP	1,901,978.68	685.68	26%
3-5 month CD	1,000,718.07	718.07	13%
6-8 month CD	1,251,782.09	1,782.09	17%
9-11 month CD	750,934.81	934.81	10%
12 month CD	1,075,772.30	1,573.30	14%
Total	**$ 7,428,077.14**	**5,883.32**	

Average Rate of Return w/o operating acct.	0.325%
Current Quarterly Earnings April-June 2014	3,941.23
Fiscal YTD Earnings	5,883.32
Fiscal YTD Earnings + Investment	**$ 7,428,077.14**

The District investment strategy is passive. Given this strategy, the Finance Director and Executive Director has determined the market yields are being achieved by comparing the average District portfolio yield to the 90 day U.S. Treasury Bill in which as of June 30, 2014 the 91 day rates are paying at .04%, the District is averaging a rate of return at .325%

Recommended Action: It is recommended that the Board accept the Finance Subcommittee recommendation and endorse, the information presented in relation to the LGIP and The District Certificate of Deposit Investment report as presented.

Options/Alternatives:

1. Take no action; or
2. Endorse the review LGIP and District Division of Certificate of Deposit Investment report (recommended).

Fiscal Impact:

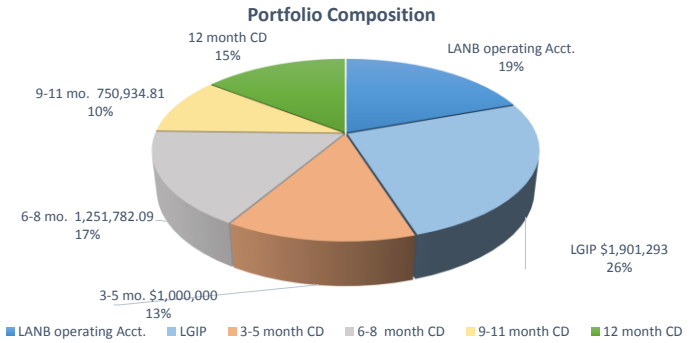
None

Attachments:

- LGIP and District Division of Certificate of Deposit Investment report as of June 30, 2014.

North Central Regional Transit District
Certificate of Deposit Report
14-Aug-14

	Date opened	Term/mos	Expiration	Rate	Amount invested	Earnings 3.31.14	Total overall	Earnings 6.30.14	Investment Balance 6/30/14
12 months									
Los Alamos National Bank	3/6/2014	12	3/6/2015	0.40%	574,199.00	264.34	780.8	516.46	574,979.80
									-
State Employees Credit Union	2/28/2014	12	2/28/2015	0.55%	250,000.00	137.50	463.52	326.02	250,463.52
									-
Washington Federal Bank	2/27/2014	12	2/27/2015	0.40%	250,000.00	79.46	328.98	249.52	250,328.98
			Average rate	**0.45%**	**1,074,199.00**	**481.30**	**$ 1,573.30**	**$ 1,092.00**	**$ 1,075,772.30**
									-
9-11 months									-
Los Alamos National Bank	3/6/2014	9	12/1/2014	0.35%	250,000.00	100.70	297.43	196.73	250,297.43
								-	-
Los Alamos National Bank	3/6/2014	10	12/31/2014	0.35%	250,000.00	100.70	297.43	196.73	250,297.43
								-	-
Los Alamos National Bank	3/6/2014	11	1/30/2015	0.40%	250,000.00	115.09	339.95	224.86	250,339.95
			Average rate	**0.37%**	**750,000.00**	**316.49**	**934.81**	**618.32**	**750,934.81**
									-
6-8 months									-
Guadalupe CU	2/28/2014	6	8/27/2014	0.35%	250,000.00	87.50	286.74	199.24	250,286.74
									-
US New Mexico FCU	2/21/2014	6	8/20/2014	0.70%	250,000.00	175.00	773.1	598.10	250,773.10
									-
Los Alamos National Bank	3/6/2014	6	9/2/2014	0.25%	250,000.00	71.92	212.41	140.49	250,212.41
								-	-
Los Alamos National Bank	3/6/2014	7	10/2/2014	0.30%	250,000.00	86.31	254.92	168.61	250,254.92
								-	-
Los Alamos National Bank	3/6/2014	8	11/1/2014	0.30%	250,000.00	86.31	254.92	168.61	250,254.92
			Average rate	**0.38%**	**1,250,000.00**	**507.04**	**1782.09**	**1,275.05**	**1,251,782.09**
									-
1-3 months									-
Sunrise Bank/Grants State Bank	2/21/2014	3	11/21/2014	0.20%	250,000.00	50.03	248.04	198.01	250,248.04
									-
Los Alamos National Bank	3/6/2014	3	7/4/2014	0.20%	250,000.00	57.54	93.19	35.65	250,093.19
								-	-
Los Alamos National Bank	3/6/2014	4	8/3/2014	0.20%	250,000.00	57.54	164.43	106.89	250,164.43
								-	-
Los Alamos National Bank	3/6/2014	5	9/2/2014	0.25%	250,000.00	71.92	212.41	140.49	250,212.41
			Average rate	**0.21%**	**1,000,000.00**	**237.03**	**718.07**	**481.04**	**1,000,718.07**
									-
			Short term Investment		**4,074,199.00**	**1,541.86**	**5,008.27**	**3,466.41**	**4,079,207.27**
State of New Mexico office of the Treasurer			LGIP	0.100433	1,901,293.00	341.18	685.68	344.50	1,901,978.68
									-
Los Alamos National Bank			Operating Acc	0.05%	1,446,701.82	59.05	189.37	130.32	1,446,891.19
					$ 7,422,193.82	**1,883.04**	**5,883.32**	**3,941.23**	**7,428,077.14**



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Total	**$ 7,428,077.14**	**5,883.32**	

Average Rate of Return w/o operating acct.	0.325%
Current Quarterly Earnings April-June 2014	3,941.23
Fiscal YTD Earnings	5,883.32
Fiscal YTD Earnings + Investment	**$ 7,428,077.14**

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: September 5, 2014

Agenda Item – H

Title:
Service Request Update for Ski Santa Fe and Santa Fe National Forest

Prepared By:
Stacey McGuire, Projects and Grants Specialist

Summary
NCRTD Staff continues to work with all interested parties related to the request for transit service from the City of Santa Fe to Santa Fe National Forest and Ski Santa Fe. It is expected to continue conversations with stakeholders, vehicle vendors and others in the near future.

Background:
As instructed by the Board, conversations have continued with NCRTD Tribal members as well as City, County, and area stakeholders. A meeting occurred on July 30th to further discuss the service request, with the City of Santa Fe, Santa Fe County, Nambé Pueblo, Tesuque Pueblo, and the NCRTD in attendance. At this meeting, Tribal concerns were voiced regarding the impact of the service on the Mountain, wilderness and People. Additional meetings involving the City, County, Santa Fe National Forest, Ski NM and Ski Santa Fe, and the Santa Fe MPO occurred on August 1 and August 18 to address Tribal concerns, routing questions and continue conversations as to how to craft a win-win plan moving forward. A tentative meeting is set for September 2, 2014 to further clarify the mission of the service, potential funding sources and possible stop sponsorships.

Per Board direction at the March and April meetings, NCRTD has engaged the Pueblos of Tesuque and Nambé to further discuss the request for transit service to be provided between the City of Santa Fe and the Santa Fe National Forest and Ski Santa Fe. A meeting was set for April 24, 2014;

Tesuque representatives Governor Mora, Former Governor Dorame, and Sandra Maes were present, as well as Lonnie Montoya on behalf of Nambé Pueblo. Anthony Mortillaro and Stacey McGuire of the NCRTD attended. At said meeting, it was requested that a follow-up July meeting occur with all stakeholders involved.

Staff continues to explore potential funding scenarios and opportunities for collaboration and/or partnership between private and public entities.

Per NCRTD Board direction as given at the December and January Board meetings, Staff has continued to reach out to a variety of potential stakeholders to engage in a needs assessment and to gauge general interest regarding transit service to Ski Santa Fe and Santa Fe National Forest. Staff expects additional meetings with a variety of interested agencies, businesses and individuals throughout April and beyond.

Based on discussions at the November 2013 Board meeting, Staff has continued to reach out to a variety of potential stakeholders to engage in a needs assessment and to gauge general interest regarding transit service to Ski Santa Fe and Santa Fe National Forest. Staff anticipates multiple meetings with a plethora of interested agencies, businesses and individuals throughout December and January.

Board directed Staff at the October 2013 meeting to continue researching potential funding sources as well as to determine and engage potential stakeholders in the process. The City of Santa Fe submitted a formal request for transit service from downtown Santa Fe to Ski Santa Fe, which is located within Santa Fe National Forest.

At the September 2013 meeting, the Board directed Staff to begin discussions regarding the Ski Santa Fe service request. City of Santa Fe has reached out to Ski Santa Fe owners and other stakeholders to set a meeting to discuss the service.

Recommended Action:
No action required.

Options/Alternatives:
Not Applicable

Fiscal Impact:
Not Applicable

North Central Regional Transit District
Financial Summary
As of August 27, 2014

Summary:
The North Central Regional Transit District (NCRTD) is currently reporting nearly 2 month of financial activity. The standard for expenses that should be spent for the 2 month's period is 17% of the budget.

The month of August does not reflect all expenses because the Finance Department will continue to process invoices that continue to float in from the end of the month and the District is continuing to also process revenue income as reported. The GRT revenues are reported for the month of activity it has occurred. The State of New Mexico Taxation and Revenue reports this revenue for distribution 2-3 months after the actual receipt. Therefore we report activity in the month it has occurred following GASB (Governmental Accounting Standards Board) and NCRTD utilizes accrual basis of accounting. We will not see the GRT revenue for July until September 2014. No Revenue has been posted in relation to GRT nor Grant funds. We are awaiting the final close out numbers associated with the Fiscal year 2014. We will continue to post as income and expenses are generated from both State and Federal funding as the activity occurs.

All budget figures in the revenue and expense charts and tables have been divided using a straight-line method to allocate monthly budget figures. NCRTD reports financials following GAAFR (Governmental Accounting, Auditing, and Financial Reporting). A comparative analysis in revenue and expenses is presented to compare the previous year operating results.

Financial Highlights

Revenue:
As of August 27, 2014 total revenue of $556,200 has been received which is 5.7% of budgeted revenues. Within the revenue amount GRT is reported at $0 according to GRT report on the New Mexico Taxation and Revenue Department website has reported activity for June now in August 2014, although has been posted in the financials related to the end of FY2014. All revenues are posted in GASB and utilizes accrual basis of accounting. NCRTD posts revenue on the date the activity occurred and we are still posting its revenues received and reported in FY 2014.

The District has requested its Local match contribution of $400,000 from Los Alamos County.

Expenditures:
For the month ending August 28, 2014, NCRTD recognized expenditures totaling $416,156 which is 4.3% of total budgeted expenditures. We are in the process of posting continued expenses in which have occurred prior to the end of the fiscal year of 2014. We also anticipate continued expenses to be generated till the end of the month as they occur.

Of the $416,156 spent by NCRTD, $82,578 was in Administration, $309,591 in Operations and $23,987 in Capital Outlay.

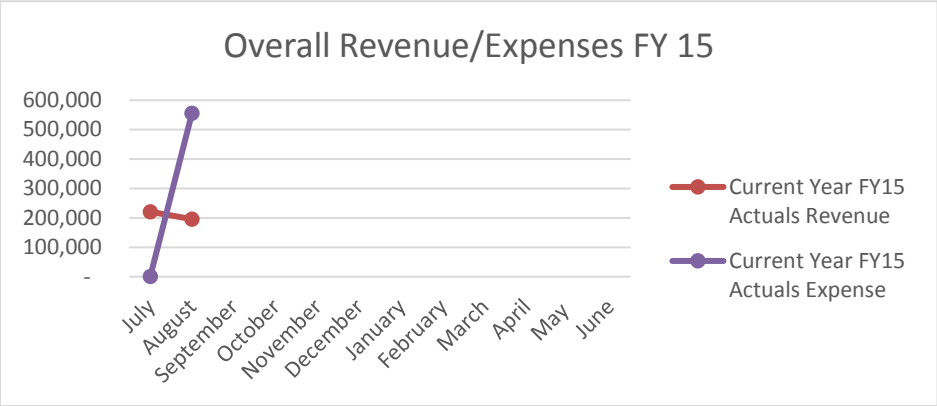
Administration has spent 6.7% of their budget, Operations has spent 4.2% and 2.1% in Capital Outlay.

MONTHLY BOARD REPORT

FY2014 (July 1, 2014 to June 30, 2015)

NCRTD Revenue and Expenses vs. Budget

As of August 27, 2014



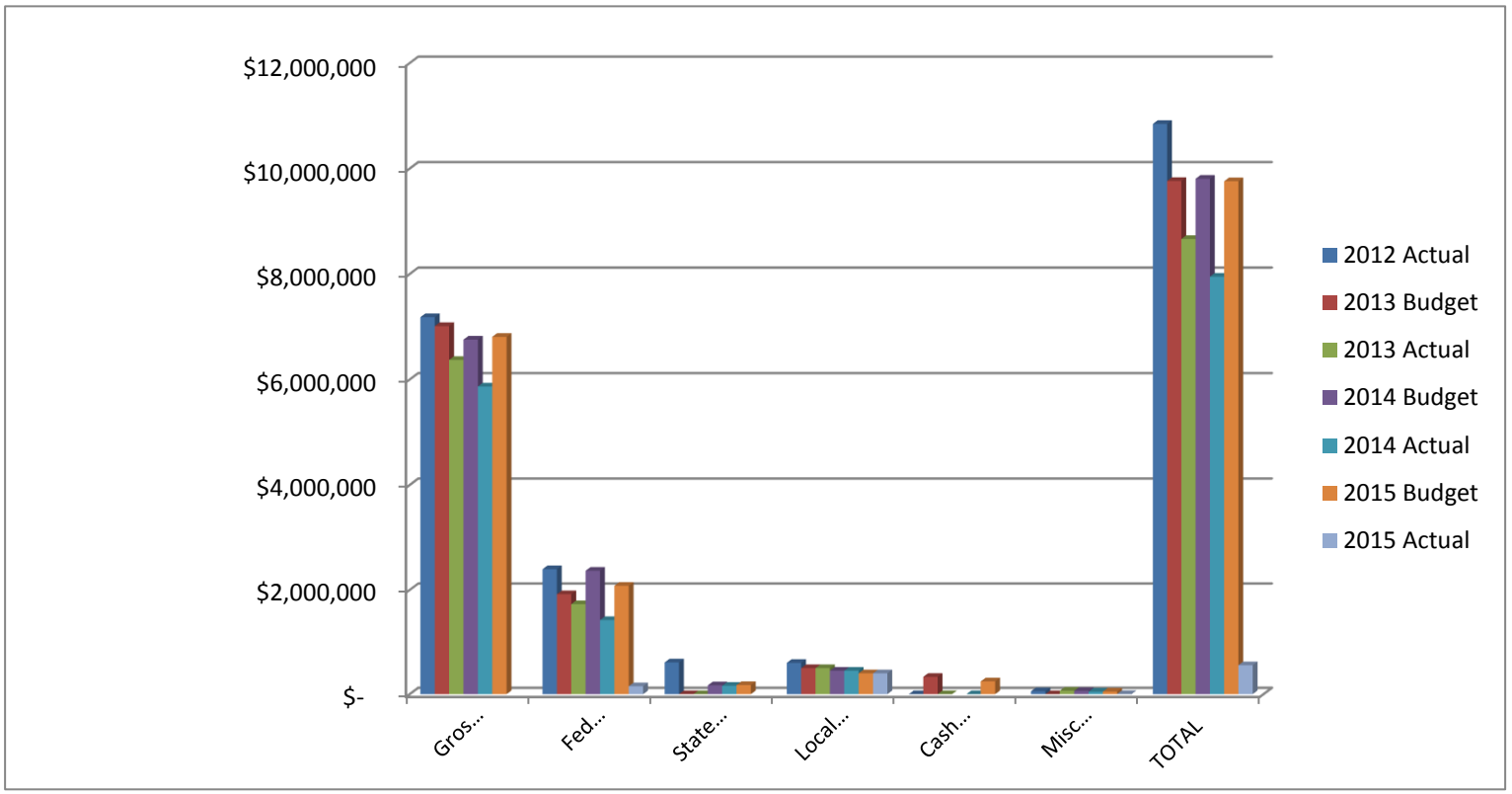
	Expenses		Revenue	
	Budget Revenue FY15	Current Year FY15 Actuals Revenue	Budget Expenses FY15	Current Year FY15 Actuals Expense
July	813,327	220,690	813,327	421
August	813,327	195,467	813,327	555,779
Septembe	813,327		813,327	
October	813,327		813,327	
November	813,327		813,327	
December	813,327		813,327	
January	813,327		813,327	
February	813,327		813,327	
March	813,327		813,327	
April	813,327		813,327	
May	813,327		813,327	
June	813,327		813,327	
Totals	$ 9,759,926	$ 416,156	$ 9,759,926	$ 556,200

MONTHLY BOARD REPORT

FY2014 (July 1, 2014 to June 30, 2015)

NCRTD Revenue by Sources

As of August 27, 2014



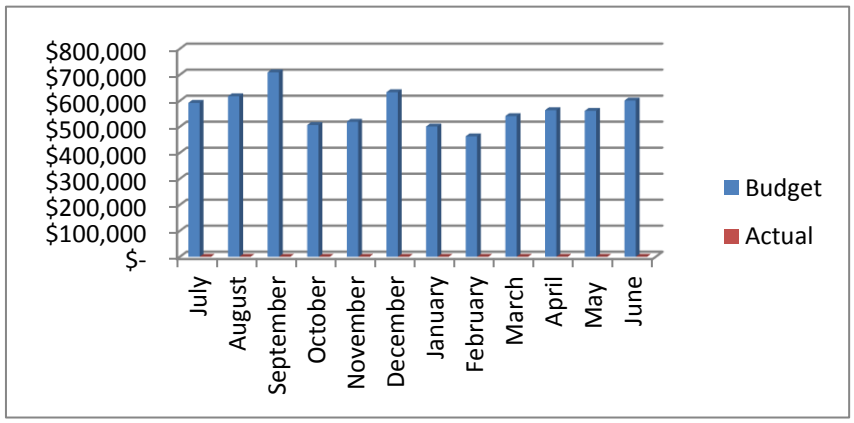
	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Actual	2015 Budget	2015 Actual	% of Actual vs budget
Gross Receipt	$ 7,183,334	$ 7,013,800	$ 6,371,538	$ 6,757,529	$ 5,868,004	$ 6,809,100		0.0%
Fed Grant	$ 2,397,970	$ 1,917,879	$ 1,727,932	$ 2,368,429	$ 1,421,779	$ 2,080,390	$ 153,018	7.4%
State Capital/Outlay	$ 608,987	$ -	$ -	$ 170,000	$ 161,000	$ 175,000		0.0%
Local Match	$ 600,000	$ 500,000	$ 500,000	$ 450,000	$ 450,000	$ 400,000	$ 400,000	100.0%
Cash Bal Budgeted	$ -	$ 333,000	$ -		$ -	$ 245,436		0.0%
Misc Rev	$ 56,140	$ -	$ 65,710	$ 60,500	$ 49,026	$ 50,000	$ 3,182	6.4%
TOTAL	$ 10,846,431	$ 9,764,679	$ 8,665,181	$ 9,806,458	$ 7,949,809	$ 9,759,926	$ 556,200	5.7%

Budget to Actual FY2014
($ thousands)

MONTHLY BOARD REPORT

FY2015 (July 1, 2014 to June 30, 2015)

Gross Receipts Revenue Thru June 30, 2015



Budget to Actual FY2015
($ thousands)

	Budget	Actual	Actual Revenue % of Monthly Budget
July	$ 591,976	$ -	0%
August	$ 617,236	$ -	0%
September	$ 709,422	$ -	0%
October	$ 506,654	$ -	0%
November	$ 519,289	$ -	0%
December	$ 632,997	$ -	0%
January	$ 501,004	$ -	0%
February	$ 463,312	$ -	0%
March	$ 541,081	$ -	0%
April	$ 563,817	$ -	0%
May	$ 561,352	$ -	0%
June	$ 600,962	$ -	0%
	$ 6,809,100	**$ -**	**0%**

Prior Year vs. Current Year
($ thousands)

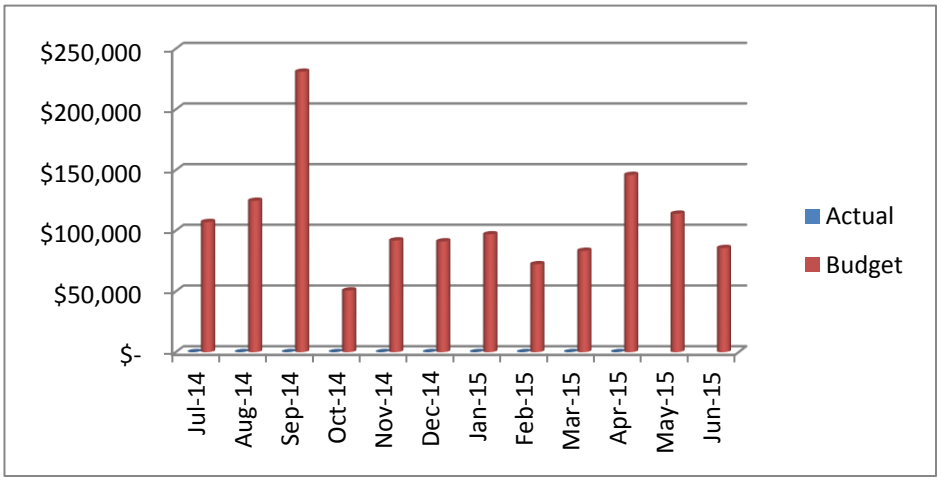
	Prior Year FY2014	Current Year FY2015	Inc/Dec from Prior Year to Current Year
July	$ 631,877	$ -	$ (631,877)
August	$ 628,640	$ -	$ (628,640)
September	$ 716,096	$ -	$ (716,096)
October	$ 513,320	$ -	$ (513,320)
November	$ 518,926	$ -	$ (518,926)
December	$ 606,606	$ -	$ (606,606)
January	$ 528,397	$ -	$ (528,397)
February	$ 498,296	$ -	$ (498,296)
March	$ 569,093	$ -	$ (569,093)
April	$ 656,754	$ -	$ (656,754)
May	$ 503,533	$ -	$ (503,533)
June	$ -	$ -	$ -
	$ 6,371,538	**$ -**	**$ (6,371,538)**

MONTHLY BOARD REPORT

FY2015 (July 1, 2014 to June 30, 2015)

Gross Receipts Revenue By County

LOS ALAMOS COUNTY



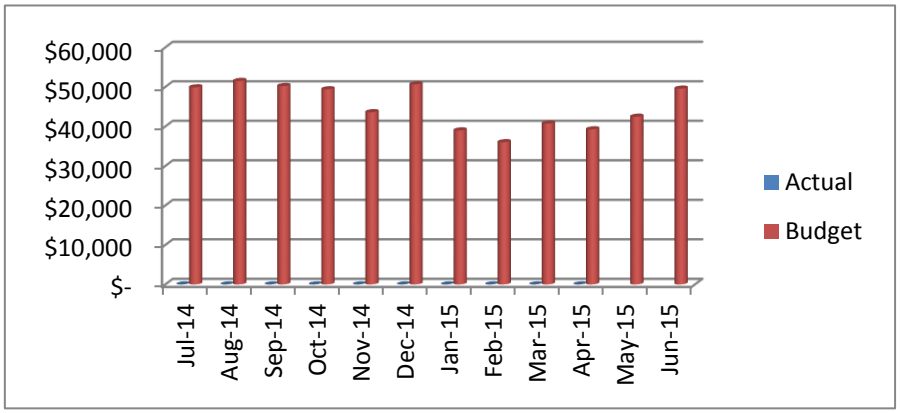
Date Received	Actual	Budget	of Monthly Budget	
Jul-14	$ -	$ 107,130	0%	8.27%
Aug-14	$ -	$ 124,617	0%	9.62%
Sep-14	$ -	$ 231,099	0%	17.84%
Oct-14	$ -	$ 50,780	0%	3.92%
Nov-14	$ -	$ 91,973	0%	7.10%
Dec-14	$ -	$ 91,196	0%	7.04%
Jan-15	$ -	$ 97,025	0%	7.49%
Feb-15	$ -	$ 72,413	0%	5.59%
Mar-15	$ -	$ 83,424	0%	6.44%
Apr-15	$ -	$ 145,992	0%	11.27%
May-15		$ 113,995	0%	8.80%
Jun-15		$ 85,755	0%	6.62%
YTD Total	$ -	$ 1,295,400	0%	100.00%

MONTHLY BOARD REPORT

FY2015 (July 1, 2014 to June 30, 2015)

Gross Receipts Revenue By County

RIO ARRIBA COUNTY



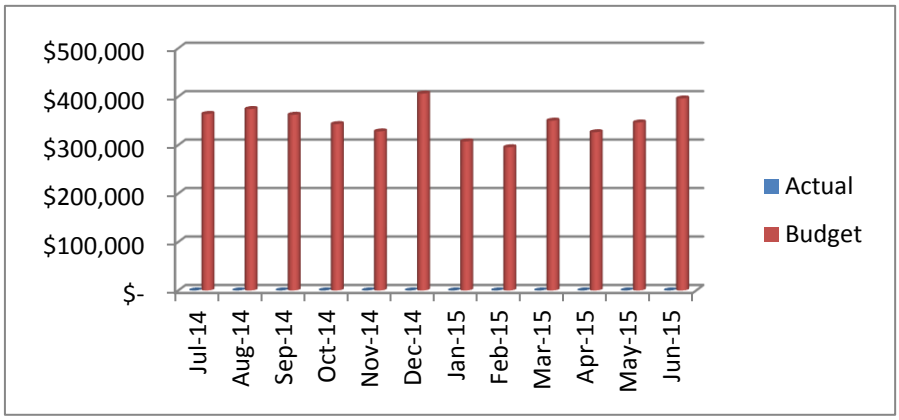
Date Received	Actual	Budget	Actual Revenue % of Monthly Budget
Jul-14	$ -	$ 49,882	0%
Aug-14	$ -	$ 51,509	0%
Sep-14	$ -	$ 50,208	0%
Oct-14	$ -	$ 49,394	0%
Nov-14	$ -	$ 43,593	0%
Dec-14	$ -	$ 50,641	0%
Jan-15	$ -	$ 38,984	0%
Feb-15	$ -	$ 36,002	0%
Mar-15	$ -	$ 40,719	0%
Apr-15	$ -	$ 39,255	0%
May-15		$ 42,454	0%
Jun-15		$ 49,557	0%
YTD Total	$ -	$ 542,200	0%

MONTHLY BOARD REPORT

FY2015 (July 1, 2014 to June 30, 2015)

Gross Receipts Revenue By County

SANTA FE COUNTY



Date Received	Actual	Budget	Actual Revenue % of Monthly Budget
Jul-14	$ -	$ 364,140	0%
Aug-14	$ -	$ 374,220	0%
Sep-14	$ -	$ 362,460	0%
Oct-14	$ -	$ 343,140	0%
Nov-14	$ -	$ 328,020	0%
Dec-14	$ -	$ 406,140	0%
Jan-15	$ -	$ 307,440	0%
Feb-15	$ -	$ 295,260	0%
Mar-15	$ -	$ 350,280	0%
Apr-15	$ -	$ 326,340	0%
May-15	$ -	$ 346,500	0%
Jun-15	$ -	$ 396,060	0%
YTD Total	$ -	$ 4,200,000	0%

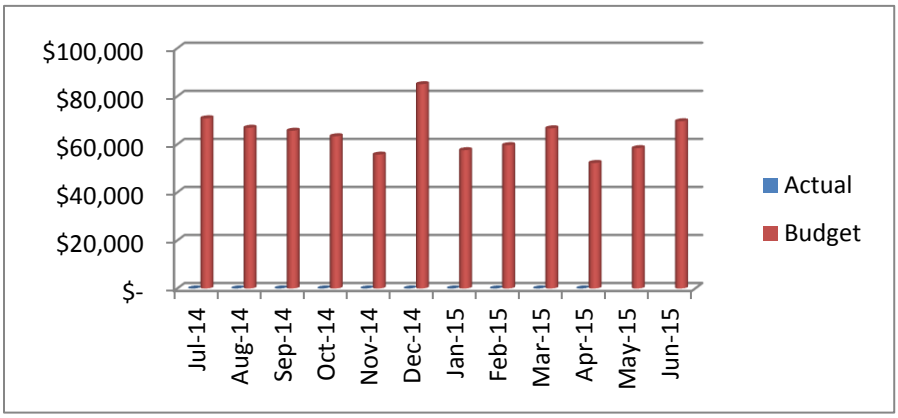
** Note one-half of the SF County GRT is allocated to Rio Metro

MONTHLY BOARD REPORT

FY2015 (July 1, 2014 to June 30, 2015)

Gross Receipts Revenue By County

TAOS COUNTY

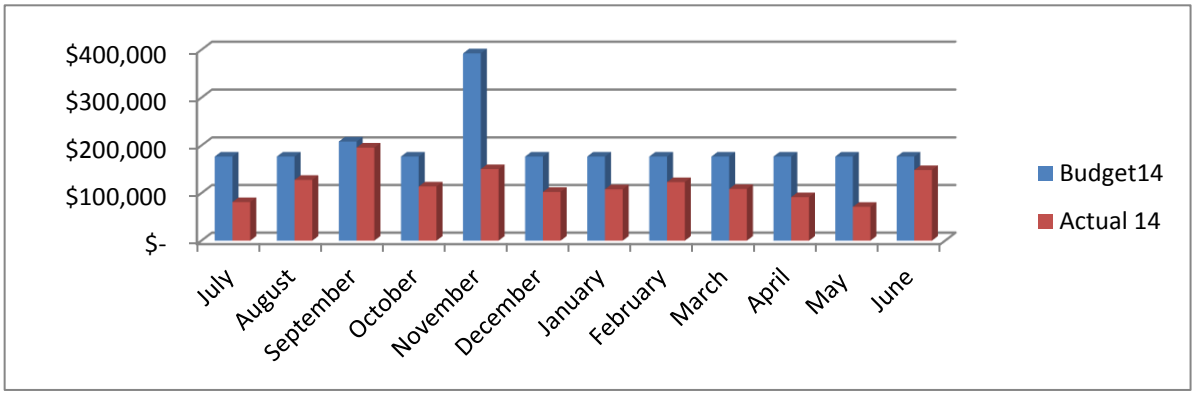


Date Received	Actual	Budget	of Monthly Budget
Jul-14	$ -	$ 70,824	0%
Aug-14	$ -	$ 66,889	0%
Sep-14	$ -	$ 65,655	0%
Oct-14	$ -	$ 63,340	0%
Nov-14	$ -	$ 55,702	0%
Dec-14	$ -	$ 85,019	0%
Jan-15	$ -	$ 57,554	0%
Feb-15	$ -	$ 59,637	0%
Mar-15	$ -	$ 66,658	0%
Apr-15	$ -	$ 52,231	0%
May-15		$ 58,403	0%
Jun-15		$ 69,589	0%
YTD Total	$ -	$ 771,500	0%

MONTHLY BOARD REPORT

FY2015 (July 1, 2014 to June 30, 2015)

Grant Revenue



Budget to Actual FY2015
($ thousands)

	Budget14	Actual 14	Budget FY15	Actual FY15	Actual Revenue % of Monthly Budget
July	$ 176,767	$ 81,096	$ 173,366	$ 153,018	88%
August	$ 176,767	$ 127,744	$ 173,366		0%
September	$ 208,261	$ 195,614	$ 173,366		0%
October	$ 176,767	$ 113,855	$ 173,366		0%
November	$ 392,503	$ 150,353	$ 173,366		0%
December	$ 176,767	$ 102,402	$ 173,366		0%
January	$ 176,767	$ 107,988	$ 173,366		0%
February	$ 176,767	$ 123,056	$ 173,366		0%
March	$ 176,767	$ 108,684	$ 173,366		0%
April	$ 176,767	$ 91,455	$ 173,366		0%
May	$ 176,767	$ 71,069	$ 173,366		0%
June	$ 176,767	$ 148,465	$ 173,366		0%
	$ 2,368,429	**$ 1,421,779**	**$ 2,080,390**	**$ 153,018**	60%

Prior Year vs. Current Year
($ thousands)

	Actual FY2013	Actual FY2014	Actual FY2015	Inc/Dec from Prior Year to Current Year
July	$ 12,892	$ 81,096	$ 153,018	$ 68,204
August	$ 156,324	$ 127,744	$ -	$ (28,581)
September	$ 20,023	$ 195,614	$ -	$ 175,590
October	$ 98,589	$ 113,855	$ -	$ 15,266
November	$ 84,275	$ 150,353	$ -	$ 66,078
December	$ 130,478	$ 102,402	$ -	$ (28,076)
January	$ 126,499	$ 107,988	$ -	$ (18,511)
February	$ 214,632	$ 123,056	$ -	$ (91,576)
March	$ 275,465	$ 108,684	$ -	$ (166,781)
April	$ 248,497	$ 91,455	$ -	$ (157,043)
May	$ 237,820	$ 71,069	$ -	$ (166,751)
June	$ 254,362	$ 148,465	$ -	$ (105,897)
	$ 1,859,857	**$ 1,421,779**	**$ 153,018**	

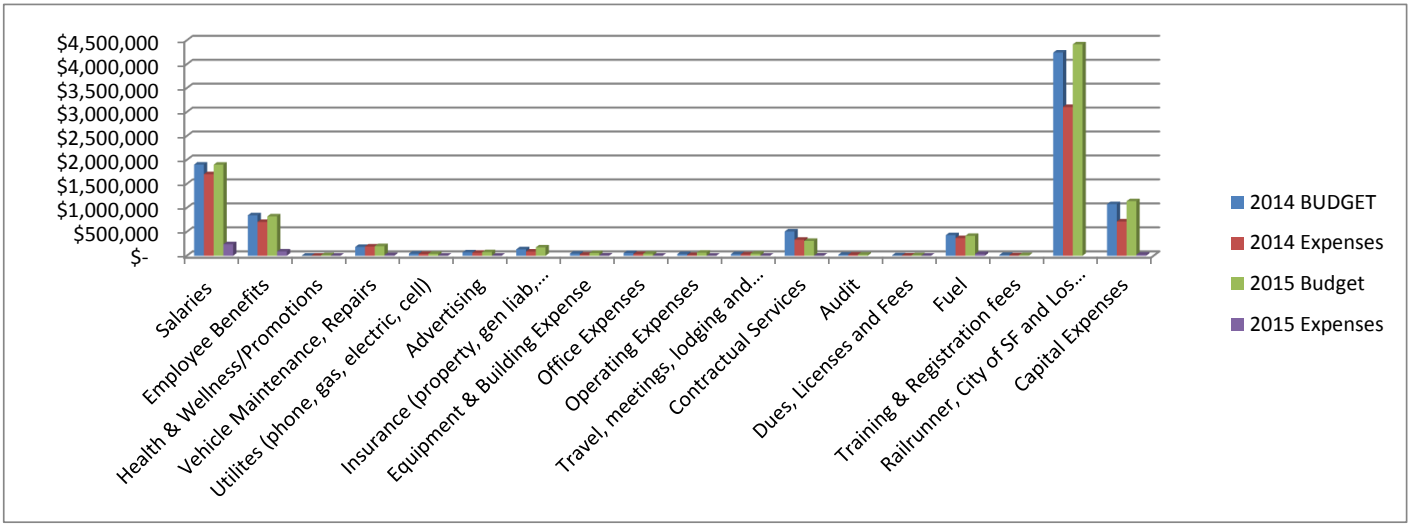
MONTHLY BOARD REPORT

FY2015 (July 1, 2014 to June 30, 2015)

NCRTD Expenses by Type

As of August 27, 2014

Year to Date Budget Variance 17%



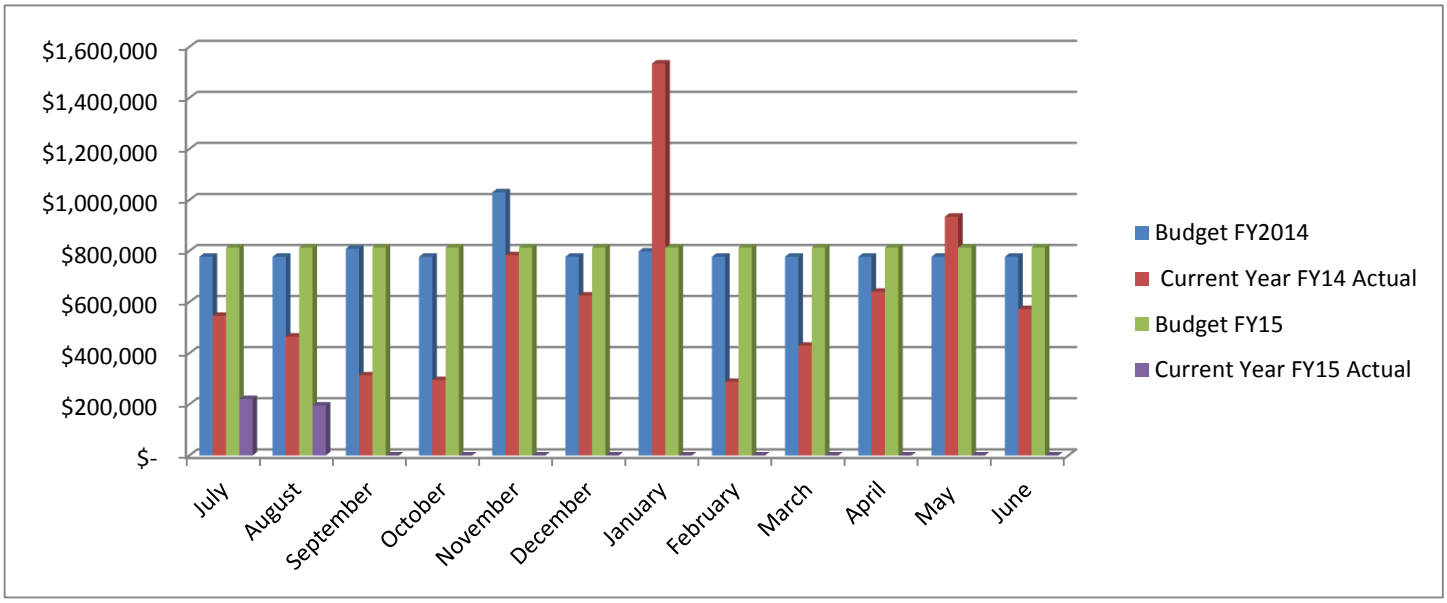
Comparative Expenses by Type

		2014 BUDGET $	2014 Expenses $	2015 Budget	2015 Expenses	YTD Budget Variance 8%
1	Salaries	$ 1,902,117	$ 1,701,197	$ 1,899,860	$ 240,506	12.7%
2	Employee Benefits	$ 843,665	$ 705,752	$ 821,427	$ 89,357	10.9%
3	Health & Wellness/Promotions	$ -	$ -	$ 12,000	$ -	0.0%
4	Vehicle Maintenance, Repairs	$ 184,920	$ 192,710	$ 200,200	$ 14,113	7.0%
5	Utilites (phone, gas, electric, cell)	$ 44,298	$ 38,486	$ 41,426	$ 1,339	3.2%
6	Advertising	$ 70,440	$ 61,620	$ 73,970	$ 994	1.3%
7	Insurance (property, gen liab, vehicle, civil rights)	$ 135,000	$ 87,589	$ 174,281		0.0%
8	Equipment & Building Expense	$ 46,036	$ 23,003	$ 56,700	$ 5,926	10.5%
9	Office Expenses	$ 56,470	$ 36,948	$ 43,041	$ 0	0.0%
10	Operating Expenses	$ 35,700	$ 15,024	$ 65,030	$ 288	0.4%
11	Travel, meetings, lodging and per diem	$ 34,712	$ 28,914	$ 44,088	$ 978	2.2%
12	Contractual Services	$ 506,233	$ 333,948	$ 310,146	$ 1,976	0.6%
13	Audit	$ 23,433	$ 23,219	$ 25,000		0.0%
14	Dues, Licenses and Fees	$ 9,486	$ 5,826	$ 10,666	$ 160	1.5%
15	Fuel	$ 430,000	$ 367,694	$ 415,000	$ 36,533	8.8%
16	Training & Registration fees	$ 18,513	$ 8,825	$ 13,624		0.0%
17	Railrunner, City of SF and Los Alamos	$ 4,242,874	$ 3,104,765	$ 4,415,094		0.0%
18	Capital Expenses	$ 1,075,994	$ 715,120	$ 1,138,373	$ 23,987	2.1%
	TOTAL	$ 9,659,891	$ 7,450,641	$ 9,759,926	$ 416,156	4.3%

MONTHLY BOARD REPORT

FY2014 (July 1, 2013 to June 30, 2014)

NCRTD BUDGET EXPENDITURES OVERALL



Budget to Actual FY2015
Expenses ($ thousands)

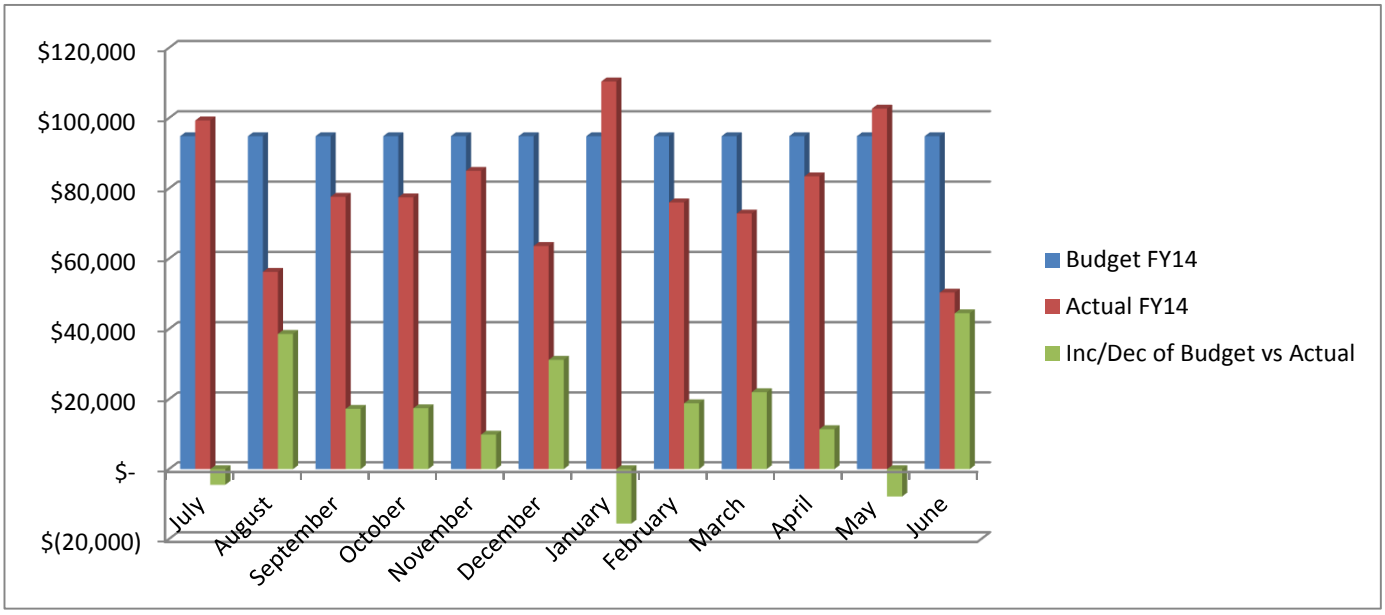
	Prior Year FY13 Actual	Budget FY2014	Current Year FY14 Actual	Budget FY15	Current Year FY15 Actual	Inc/Dec of Budget vs Actual	
July	$ 311,578	$ 777,664	$ 546,007	$ 813,327.17	$ 220,690	$ 592,637	
August	$ 250,791	$ 777,664	$ 464,828	$ 813,327.17	$ 195,467	$ 617,861	
September	$ 683,194	$ 809,158	$ 313,124	$ 813,327.17	$ -	$ 813,327	
October	$ 326,905	$ 777,664	$ 294,912	$ 813,327.17	$ -	$ 813,327	
November	$ 936,614	$ 1,030,164	$ 783,580	$ 813,327.17	$ -	$ 813,327	
December	$ 414,507	$ 777,664	$ 625,552	$ 813,327.17	$ -	$ 813,327	
January	$ 381,446	$ 798,164	$ 1,534,559	$ 813,327.17	$ -	$ 813,327	
February	$ 446,430	$ 777,664	$ 287,772	$ 813,327.17	$ -	$ 813,327	
March	$ 528,488	$ 777,664	$ 429,154	$ 813,327.17	$ -	$ 813,327	
April	$ 859,345	$ 777,664	$ 640,596	$ 813,327.17	$ -	$ 813,327	
May	$ 1,534,149	$ 777,664	$ 934,795	$ 813,327.17	$ -	$ 813,327	
June	$ 292,818	$ 777,664	$ 572,544	$ 813,327.17	$ -	$ 813,327	
	$ 6,966,265	**$ 9,636,458**	**$ 7,427,422**	**$ 9,759,926**	**$ 416,156.40**	$ 9,343,770	**4.26%**

MONTHLY BOARD REPORT

FY2014 (July 1, 2014 to June 30, 2015)

Administration Expense Summary

Year to Date Budget Variance 17%



Budget to Actual FY2014/FY2015 Comparative
($ thousands)

	Budget FY14	Actual FY14	Budget FY15	Actual FY15	Inc/Dec of Budget vs Actual	YTD Budget Variance 8%
July	$ 94,856	$ 99,342	$ 102,935	$ 37,154	$ (4,486)	104.7%
August	$ 94,856	$ 56,248	$ 102,935	$ 45,424	$ 38,608	59.3%
September	$ 94,856	$ 77,618	$ 102,935		$ 17,238	81.8%
October	$ 94,856	$ 77,447	$ 102,935		$ 17,410	81.6%
November	$ 94,856	$ 84,993	$ 102,935		$ 9,863	89.6%
December	$ 94,856	$ 63,622	$ 102,935		$ 31,234	67.1%
January	$ 94,856	$ 110,423	$ 102,935		$ (15,566)	116.4%
February	$ 94,856	$ 76,028	$ 102,935		$ 18,829	80.2%
March	$ 94,856	$ 72,862	$ 102,935		$ 21,994	76.8%
April	$ 94,856	$ 83,438	$ 102,935		$ 11,418	88.0%
May	$ 94,856	$ 102,701	$ 102,935		$ (7,844)	108.3%
June	$ 94,856	$ 50,357	$ 102,935		$ 44,499	53.1%
	$ 1,138,276	**$ 955,079**	**$ 1,235,221**			**83.9%**

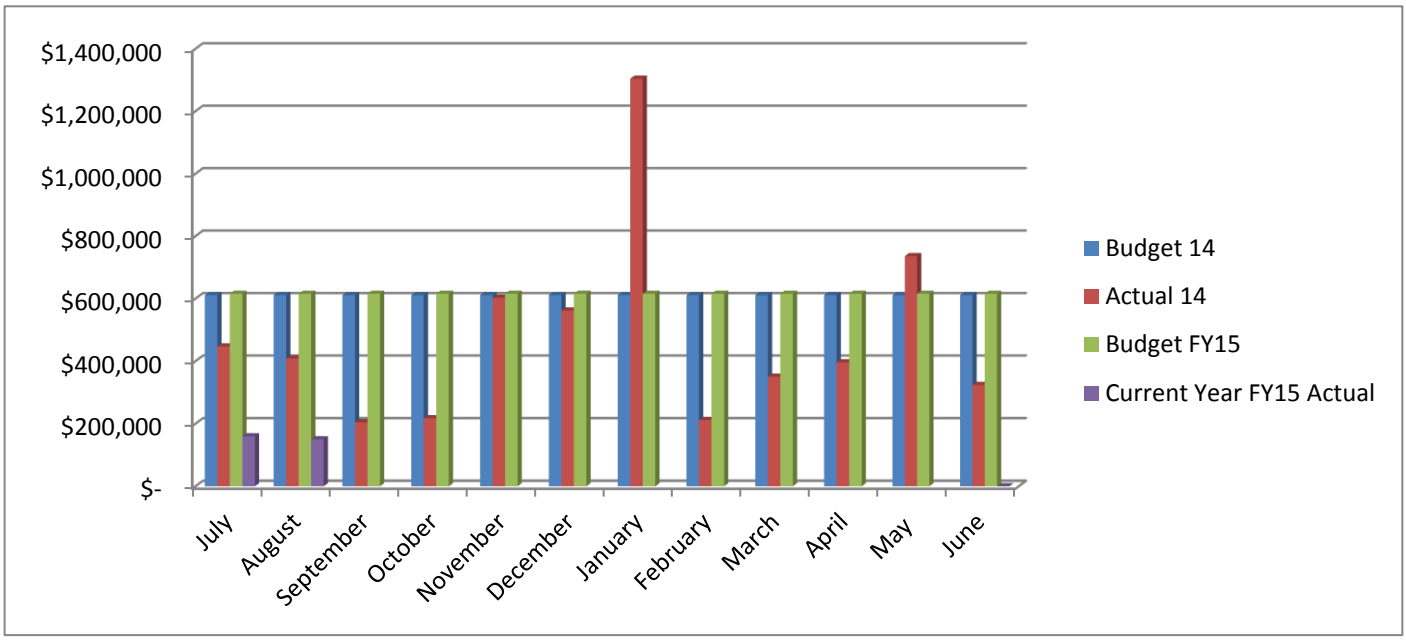
955078.88

MONTHLY BOARD REPORT

FY2014 (July 1, 2014 to June 30, 2015)

Operating Expense Summary

Year to Date Budget Variance 17%



Budget to Actual FY2014/FY2015 Comparative
($ thousands)

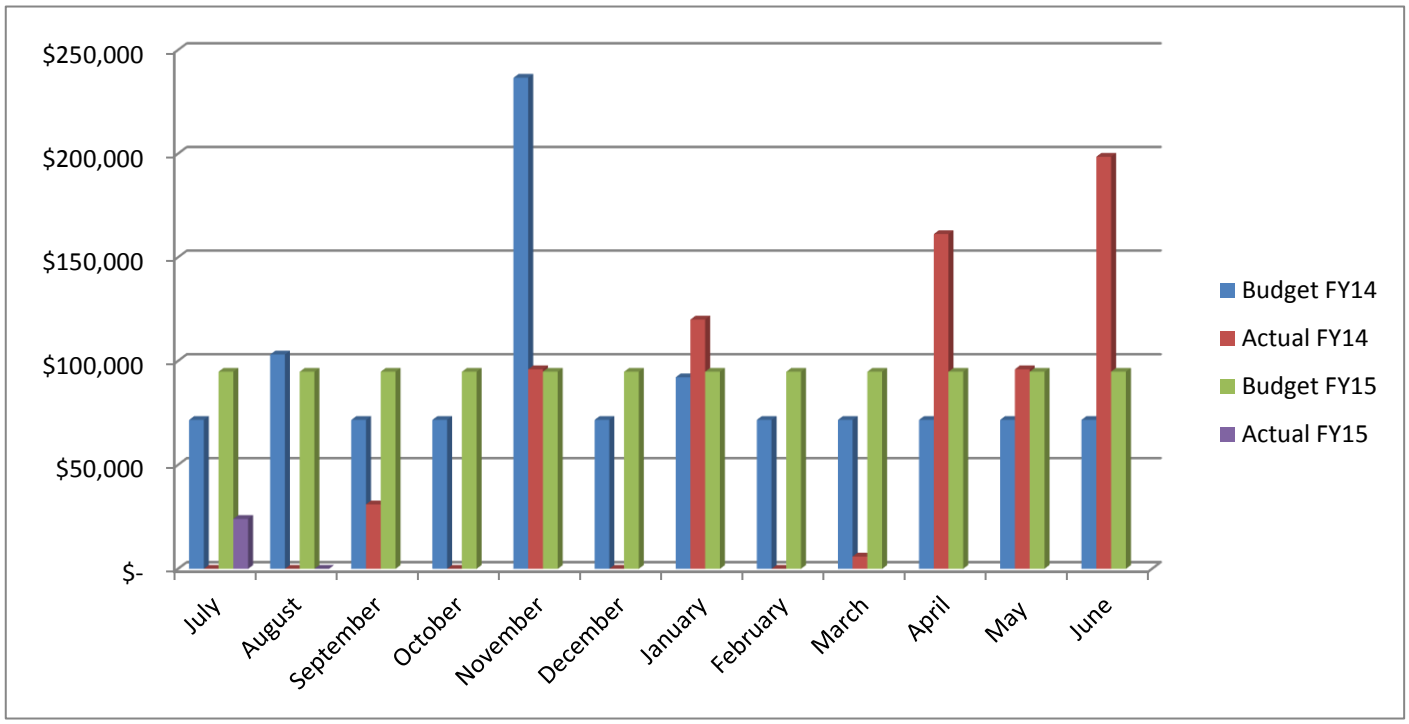
	Budget 14	Actual 14	Budget FY15	Current Year FY15 Actual	Inc/Dec of Budget vs Actual	YTD Budget Variance 8%
July	$ 611,224	$ 446,665	$ 615,611	$ 159,549	$ 456,062	25.9%
August	$ 611,224	$ 408,580	$ 615,611	$ 150,042	$ 465,569	24.4%
September	$ 611,224	$ 204,531	$ 615,611		$ 615,611	0.0%
October	$ 611,224	$ 217,465	$ 615,611		$ 615,611	0.0%
November	$ 611,224	$ 602,638	$ 615,611		$ 615,611	0.0%
December	$ 611,224	$ 561,929	$ 615,611		$ 615,611	0.0%
January	$ 611,224	$ 1,304,199	$ 615,611		$ 615,611	0.0%
February	$ 611,224	$ 211,744	$ 615,611		$ 615,611	0.0%
March	$ 611,224	$ 350,376	$ 615,611		$ 615,611	0.0%
April	$ 611,224	$ 395,970	$ 615,611		$ 615,611	0.0%
May	$ 611,224	$ 736,145	$ 615,611		$ 615,611	0.0%
June	$ 611,224	$ 323,722	$ 615,611	$ -	$ 586,294	4.8%
	$ 7,334,688	**$ 5,763,965**	**$ 7,387,333**	**$ 7,387,333**		**78.6%**

MONTHLY BOARD REPORT

FY2014 (July 1, 2014 to June 30, 2015)

Capital Expense Summary

Year to Date Budget Variance 17%



Budget to Actual FY2014/FY2015 Comparative
($ thousands)

	Budget FY14	Actual FY14	Budget FY15	Actual FY15	Inc/Dec of Budget vs Actual	YTD Budget Variance 8%
July	$ 71,583	$ -	$ 94,781	$ 23,987	$ 71,583	0%
August	$ 103,077	$ -	$ 94,781	$ -	$ 103,077	0%
September	$ 71,583	$ 30,974	$ 94,781		$ 40,609	43%
October	$ 71,583	$ -	$ 94,781		$ 71,583	0%
November	$ 236,583	$ 95,949	$ 94,781		$ 140,634	41%
December	$ 71,583	$ -	$ 94,781		$ 71,583	0%
January	$ 92,083	$ 119,937	$ 94,781		$ (27,853)	130%
February	$ 71,583	$ -	$ 94,781		$ 71,583	0%
March	$ 71,583	$ 5,916	$ 94,781		$ 65,667	8%
April	$ 71,583	$ 161,188	$ 94,781		$ (89,605)	225%
May	$ 71,583	$ 95,949	$ 94,781		$ (24,366)	134%
June	$ 71,583	$ 198,465	$ 94,781		$ (126,881)	277%
	$ 1,075,994	**$ 708,378**	**$ 1,137,373**	**$ 23,987**		**65.8%**

NORTH CENTRAL REGIONAL TRANSIT DISTRICT (NCRTD)
FINANCE SUBCOMMITTEE

May 23, 2014
9:00 a.m. - 11:00 a.m.

Executive Conference Room
1327 N. Riverside Drive
Espanola, NM 87532

AGENDA

CALL TO ORDER: Tim Vigil, Chair

Roll Call:

ITEMS FOR DISCUSSION/RECOMMENDATION

A. **Discussion and Review of FY15 Compensation Plan and Performance Increase Matrix**
Sponsor: Anthony Mortillaro, NCRTD Executive Director. *Attachment.*

B. **Minutes from April 25, 2014**
Draft Minutes.

MATTERS FROM THE SUBCOMMITTEE

ADJOURN

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language Interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the NCRTD Executive Assistant at 505-629-4702 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.

Finance Subcommittee

Meeting May 23, 2014

9:00 a.m.

Board Members Present: *Commissioner Miguel Chavez – Santa Fe County, Leandro Cordova - Taos County (Telephonically), Pete Sheehey – Los Alamos County*

Staff Present: *Anthony Mortillaro – Executive Director and Dalene Lucero – Executive Assistant*

Absent: *Commissioner Barney Trujillo - Rio Arriba County, Tim Vigil – Pueblo of Pojoaque*

Transcribed By: Dalene E. Lucero – Executive Assistant

ROLL CALL

APPROVAL OF AGENDA

CALL TO ORDER

A regular Finance Subcommittee meeting was called to order on the above date by Mr. Anthony Mortillaro at 9: 05 a.m.

ITEMS FOR DISCUSSION/RECOMMENDATION

A. Discussion and Review of FY15 Compensation Plan and Performance Increase Matrix

Mr. Mortillaro gave a brief overview on this item stating that the District had not reviewed its compensation and performance until last year, and because of this, salaries were behind the market rate.

Mr. Mortillaro referenced the pay plan document for non-represented employees. He stated that represented employees were handled separately during the negotiation process.

Mr. Mortillaro then noted that the compensation and classification survey that was done last year also surveyed compensation from represented employees.

Commissioner Chavez asked how that was received and if union representatives provided input based upon the front-end of the survey.

Mr. Mortillaro stated that there was input from both represented and non-represented employees on the front-end of the survey. He noted that the consultant issued a questionnaire that employees were able to respond to anonymously, which was all utilized to establish the new pay plan through the use of a general compensation philosophy.

Mr. Mortillaro went on, stating that so the District would not fall behind again, all non-represented employee' ranges were increased at the top-end of the pay scale by three percent. Therefore the current plan that is recommended is three percent more than the prior years' compensation plan.

Mr. Mortillaro noted that when a range is increased, you may have employees who fall below the new pay range. However, because of how employees have progressed through the pay plan, there were no employees that fell beneath the new proposed ranges.

Mr. Mortillaro proceeded stating that the Human Resources Safety and Risk Administrator's pay range had been moved much higher than when it was first recommended due to recruitment difficulties. He noted that he had been recruiting for the position since it was first approved back in July of 2013, in which it has been a challenge in attracting qualified candidates. Mr. Mortillaro continued stating that there had been a total of several interviews, in fact an offer was made to one individual, in which he sent an email a week prior to his start date stating that he had accepted another position. He then moved on stating that if the next round of recruitment did not work, he would look into hiring a search firm.

Commissioner Chavez asked if the exempt status had anything to do with the difficulty recruiting for this position or if it was based on the salary.

Mr. Mortillaro stated that he did not know if it was salary or whether the local market in attracting qualified individuals is deplete of people who meet those qualifications.

Further discussion went on regarding this item.

Commissioner Chavez moved on and asked if the Board resolution would include specific dollar amounts or would it highlight the three percent increase for each position.

Mr. Mortillaro stated that the resolution would include the new compensation plan and performance increase.

Commissioner Chavez asked why Mr. Mortillaro budgeted 3.5% when the employee range was only to be adjusted by 3%.

Mr. Mortillaro stated that the range was adjusted to match the market rate by 3%. However the 3.5% was budgeted for a merit increase for non-represented employees.

Mr. Cordova then asked if there was ever a possibility for an employee to receive a 6% increase.

Mr. Mortillaro stated that the only way they would is if they were under the pay scale. However, there were no employees that currently fell under their pay range. He then noted that employees above the pay scale would be red circled and would not receive an increase until they fell back within their range; there was only one individual last year that was red circled.

Mr. Mortillaro moved on to the Performance Matrix. He noted that in the past the District's had always used a pay for performance system where employees who

performed would receive an annual increase during their annual employee evaluation, based on what was budgeted for that year. Therefore, the system used in the past was either you performed or you didn't; if you met performance expectations you received whatever was budgeted for that year; employees who didn't meet those expectations did not receive an increase.

Mr. Mortillaro continued, stating that the system did not allow the good performers to receive more than the marginal performers. In FY 14 the matrix provided a 2% increase for those employees that were achieving expectations and 3.5% for those that exceed expectations. For FY 15 the Performance Increase Matrix has been evolved to provide for a further refinement of increases pegged to performance scores. As a result those employees whose score is indicative of truly meritorious performance will receive a greater increase than those whose performance is not as ambitious.

Mr. Mortillaro then stated that the new performance system was based on a point system, which had not been done before. For instance, an employee receiving a score of less than 3.0, which means that they are either partially meeting expectations or in need of improvement will not be eligible for a performance adjustment.

Mr. Mortillaro noted that last years' maximum performance increase was a 3.5%. However, it is recommended that the maximum be increased to 4%. He stated that the District is able to afford this because these increases would not all occur at one time.

Further discussion went on with this item.

It is suggested that the Finance Subcommittee recommend and forward the Compensation Plan and Performance Increase Matrix to the Board for adoption.

Councilor Sheehey made a motion to approve and forward the Compensation Plan and Performance Increase Matrix to the Board for adoption. Commissioner Chavez seconded the motion and it passed by unanimous voice vote (3-0).

B. Minutes from April 25, 2014

Mr. Mortillaro asked the Finance Subcommittee to review and approve the minutes from April 25, 2014.

Commissioner Chavez made a motion to approve the minutes from April 25, 2014 as presented. Councilor Sheehey seconded the motion and it passed by unanimous voice vote (3-0).

MATTERS FROM THE SUBCOMMITTEE

There were none.

ADJOURN

The Finance Subcommittee meeting was adjourned at 9: 37 a.m.

The next Finance Subcommittee meeting will be held on June 27, 2014 at 9:00 a.m.

EXECUTIVE REPORT

August 2014

EXECUTIVE

- Met with City of SF and County of SF, Ski Santa Fe, Ski New Mexico and other stakeholders regarding Ski Santa Fe and Santa Fe National Forest service.
- Drafted Ski Santa Fe Service options and financial analysis.
- Staff and I had a discussion of Complimentary ADA Service with Atomic City Transit and Santa Fe Trails and coordinated service.
- Meet with Santa Fe County Commissioners Stefanics and Chavez regarding general concerns related to service expansion and delivery.
- Attended legislative kick off meeting with NMTA Lobbyist.
- Conducted employee/union grievance hearing. Drafted findings.
- Drafted request for extension of FY 13 5311 for ITS to NMDOT.
- Interviewed proposers for Long Range Service Plan.
- Drafted Annual Report letter.
- Drafted MOA for fleet services with Rio Arriba County.
- Attended Human Rights Commission Mediation for employment matter.
- Finalized issues related to RFP for TAP ADA project and staff issued RFP.
- Drafted LAC funding request.
- Participated in interviews for Fleet and Facilities Manager selection.
- Screen human resources director applications and developed interview questions.
- Met with Town of Taos Mayor, Councilor and Staff regarding service issues.
- Drafted service contract for EEO/Sexual Harassment training.
- Continued discussions with staff regarding the planning for the 10th Anniversary event.
- Participated in Santa Fe MPO technical coordinating committee meeting.
- Attended Rio Metro Board meeting.
- Met with Attorney and Staff regarding various legal issues and associated documents.
- Prepared Board and Finance Subcommittee meeting materials.
- Met weekly with Board Chair Barrone on various issues.
- Continued review, revision and creation of various NCRTD policies.
- Maintained continuous communication with board members, subcommittee members, and Chair.
- Attendance at various NCRTD staff and subcommittee meetings, including Board, Finance and Tribal subcommittees meeting.
- Addressed a variety of employee human resources issues and prepared memorandums to document district actions.

MARKETING/PUBLIC INFORMATION

- Marketing and Communications Specialist Daniel Simon was hired and began on August 11
- Began working on a design template and preparing stories for 2014 Annual Report
- Worked with the Rio Grande Sun for a ridership story and a story regarding carts at Riverside stop
- 10th Anniversary planning meetings continue with NCRTD Executive Director, Executive Assistant Dalene Lucero and Dan Simon, Marketing and Communications Specialist. Invitation sent for event at Jim West Regional Transit Center on Friday, September 12. Media kit being developed
- Wrote and disseminated Ridership release which received coverage in APTA's Passenger Transport magazine, Los Alamos Monitor, Taos News, Rio Grande Sun, LA Daily Post
- Wrote and submitted article to the NMTA Summer Newsletter on record NCRTD ridership
- Attended the REDI (Regional Economic Development Initiative) meeting on August 21 on behalf of the Executive Director and the NCRTD.
- Participated in evaluation and interview process for Long Range Service Plan
- Met with DMC Media in Taos to discuss advertising program for FY2015
- A special business card-sized notice appeared in the Rio Grande Sun on a special anti-DWI page going into the Labor Day weekend
- Provided various updates and rider alerts to ncrtd.org throughout the month
- KDCE – 950 AM radio in Espanola, :30 sec radio spot and sponsorship of the 7:30 AM news ran 17 days in August excluding Saturdays and Sundays
- KSWV 810-AM in Santa Fe, :30 sec spot ran 20 times in August as well as 30 :20 sec promos announcing RTD sponsorship during the 7:30 AM ½ hour
- KTAOS 101.9 FM in Taos, 14 :30 sec radio spots ran each week in August
- Two ads ran in August in the Rio Grande Sun, Los Alamos Monitor and the Taos News.
- A newly created strip ad ran in the Santa Fe New Mexican on August 1 and 13 on front page of Locals section
- Green Fire Times ad ran in their August issue featuring Northern New Mexico
- Chama Valley Times ¼ page ad ran in August issue

SERVICE DEVELOPMENT

- July 2014 5311 Ridership Report
- Participated in the Employee Recognition Committee
- ITS AVL/CAD project work including:
- Avail onsite for Secondary Acceptance Testing, continued training and trouble shooting, ride-along coverage assessment
- Reports introduction and training
- Ongoing Staff training and teambuilding throughout organization
- StrataGen/Adept paratransit and Avail data entry and oversight

- Continued QR code discussions and strategizing regarding implementation
- FFY13 NTD RU-22 Tribal reports; Tribal RU-22s closed and provided to each Pueblo
- TAP RFQ finalized and posted; Qualifications submittal deadline of September 11, 2014
- Communicated with KFH Group regarding service plan update implementation including schedules and timetables
- Participated in Regional Complementary Paratransit Eligibility discussion amongst Santa FE Trails, Atomic City Transit and NCRTD
- Attended the August NPRTPO meeting
- Preliminary meeting with Jicarilla Apache Nation regarding anticipated transit service request
- Involved in ongoing discussion regarding transit service request for Ski SF and SFNF; attended meetings with stakeholders and municipalities, contributed to the creation of a draft service outline and draft funding scenario
- Met with Town of Taos Management and UNM Director to discuss Chile Line and NCRTD duplication of service, UNM- Taos at Klauer service, Taos Express service
- Attended NTD reporting changes webinar
- Participated in Long Range Plan RFP process, evaluated submittals, interviewed Proposers
- Coordinated with NMDOT, provided revised report packets to NMDOT regarding service plan update quarterlies for reimbursement
- Coordinated and completed NCRTD FY16 5311 application to NMDOT, to be submitted prior to September 5th, 2014 deadline

OPERATIONS

- Continue working with Avail and team on ITS, AVL & CAD testing and acceptance.
- Hired and trained Drivers and Fleet and Facilities Worker.
- Interviewing for Fleet and Facilities Manager.
- Drug and Alcohol audit from NMDOT – Precision Compliance.
- Worked with Staff and Executive Director to meet with Town of Taos on route duplication.

Performance Measures

for

Fiscal Year 2015

July 2014

Performance Measures for Fiscal Year 2014

The performance measures that were developed are designed to provide data that can be evaluated in a logical manner. It allows the District to identify areas in which its performance may need to be improved and to understand the characteristics and factors that impact that performance. In addition, to the extent feasible a peer comparison or a benchmark has been included as available or appropriate. This performance data is important since many times the District's costs, efficiencies and productivity is not measured against any benchmark or standard or attempts are made to compare it against systems that bear no similarities in mission, complexity or service area. Therefore, the data presented should provide some context in which to assess the District and its efforts to deliver services based upon its mission, goals and objectives."
The report data collected is grouped into 3 areas: Administrative, Fleet and Customer Related:

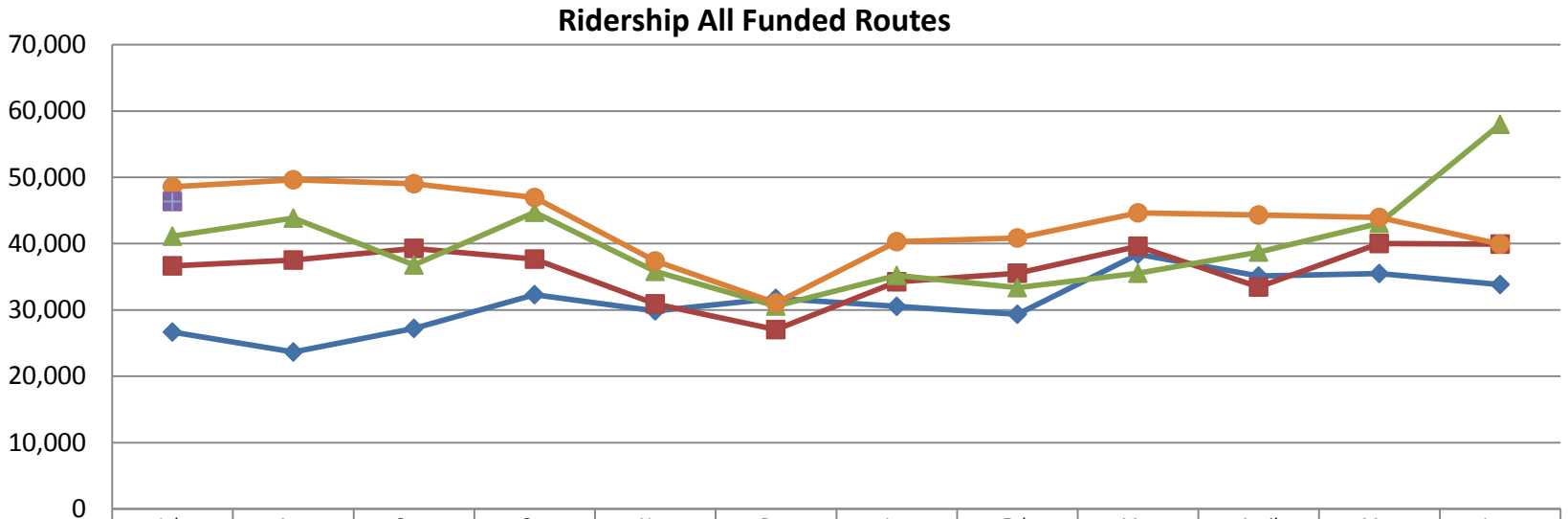
1. **Administrative:**
   - **A. Ridership, All Funded Routes**
   - **B. Ridership, NCRTD Operated Routes**
   - **C. Monthly Expenditures**
   - **D. Cost Per Mile**
   - **E. Cost Per Trip**
2. **Fleet:**
   - **A. Vehicle Back Up Ratio**
   - **B. Average Vehicle Age**
   - **C. Percentage of "On-Time" PM / Inspections**
   - **C. Accidents, Major/Minor Tracking**
3. **Customer Relations:**
   - **A. Complaints**
   - **B. Incidents**

The In-state/local comparable is Sandoval/Valencia Counties which are operated by the Rio Metro Regional Transit District. This benchmark/peer entity was chosen since they are within New Mexico and somewhat similar to rural transit service. The FTA benchmarking data used originates from the Rural Transit Fact Book 2013. The data is for 2011 in FTA Region 6, rural providers which includes New Mexico, Texas, Oklahoma, Arkansas and Louisiana.

Performance Measure - Administrative:

Ridership Tracking of All NCRTD Funded Routes

Tracking ridership is the #1 way a public transportation agency can gauge its effectiveness of the service it provides. Ridership data for all routes funded by the NCRTD are collected by City of Santa Fe and Los Alamos County. This data is forwarded and combined with the data from the District's operated routes. These numbers are then compiled into a monthly ridership report. This measurement tracks the number of one way trips taken on all the routes within the district. This graph shows the NCRTD combined total ridership numbers, and compares them each month, identifying any increases or decreases in the number of monthly trips. This also indicates how well the regional district is continuing to address the issue of accessible mobility by routes that are in areas where there is public demand. Sandoval/Valencia counties are used local/in-state comparison benchmark, as they are similar in service but smaller in size: a two county service of the Rio Metro Transit District.

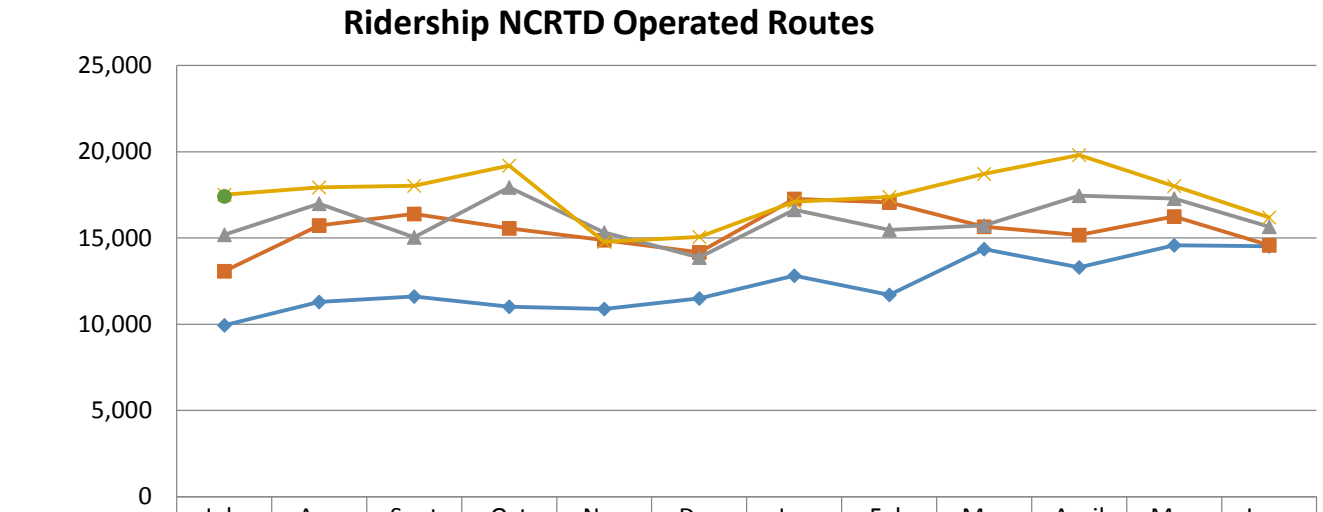


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
FY 10-11	26,655	23,679	27,202	32,325	29,835	31,743	30,570	29,368	38,395	35,114	35,480	33,845
FY 11-12	36,666	37,522	39,298	37,650	30,923	27,051	34,236	35,541	39,611	33,474	40,027	39,942
FY 12-13	41,135	43,836	36,784	44,720	35,825	30,576	35,214	33,352	35,549	38,724	43,060	57,985
FY 13-14	48,552	49,624	49,034	46,976	37,369	31,047	40,279	40,871	44,627	44,335	43,930	39,934
FY 14-15	46,374											

Performance Measure - Administrative:

Ridership Tracking of NCRTD Operated Routes

This ridership data is collected by the NCRTD drivers for all routes operated by the District. This includes 20 fixed and commuter routes as well as the demand response routes. Totaling the number of one way trips on NCRTD routes, allows staff to evaluate effectiveness and to ensure that the service is reaching areas in the district that have high demand for accessible mobility. Sandoval/Valencia counties were selected as a local/in-state comparison benchmark.



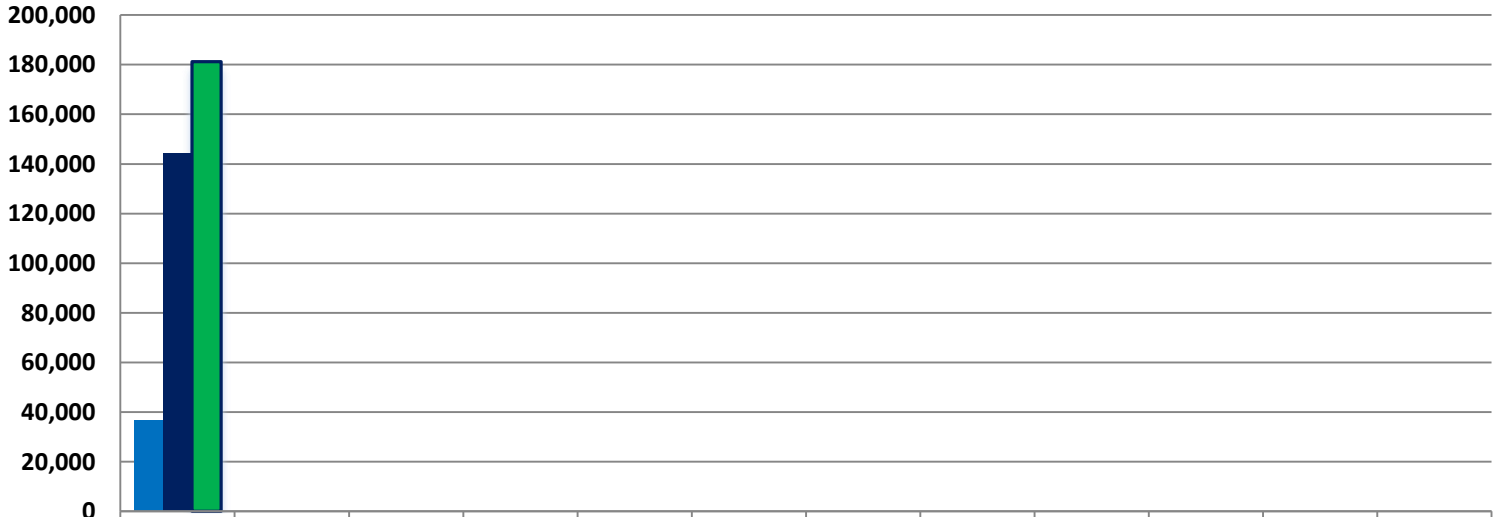
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
FY 10-11	9,942	11,300	11,614	11,011	10,885	11,504	12,824	11,709	14,356	13,299	14,586	14,516
FY 11-12	13,081	15,739	16,397	15,567	14,886	14,167	17,274	17,071	15,650	15,178	16,244	14,573
FY 12-13	15,200	16,995	15,052	17,943	15,317	13,872	16,642	15,471	15,729	17,465	17,285	15,653
FY 13-14	17,504	17,934	18,033	19,205	14,792	15,069	17,102	17,380	18,719	19,804	18,021	16,187
FY 14-15	17,415											

Performance Measure - Administrative:

Monthly Expenditures for Administrative and Operating

The NCRTD's Finance Department provides the administrative and operating expenses in a monthly budget status report. It is important to measure the expenditures to maintain a balanced budget, as well as tracking the administrative and operating margins. This data is used in determining the cost per trip and the cost per mile. Tracking the budget and monitoring operational costs allows management to target specific dollar amounts when creating future budgets and requesting federal funding from the NM Department of Transportation.

Monthly Expenditures FY 13-14

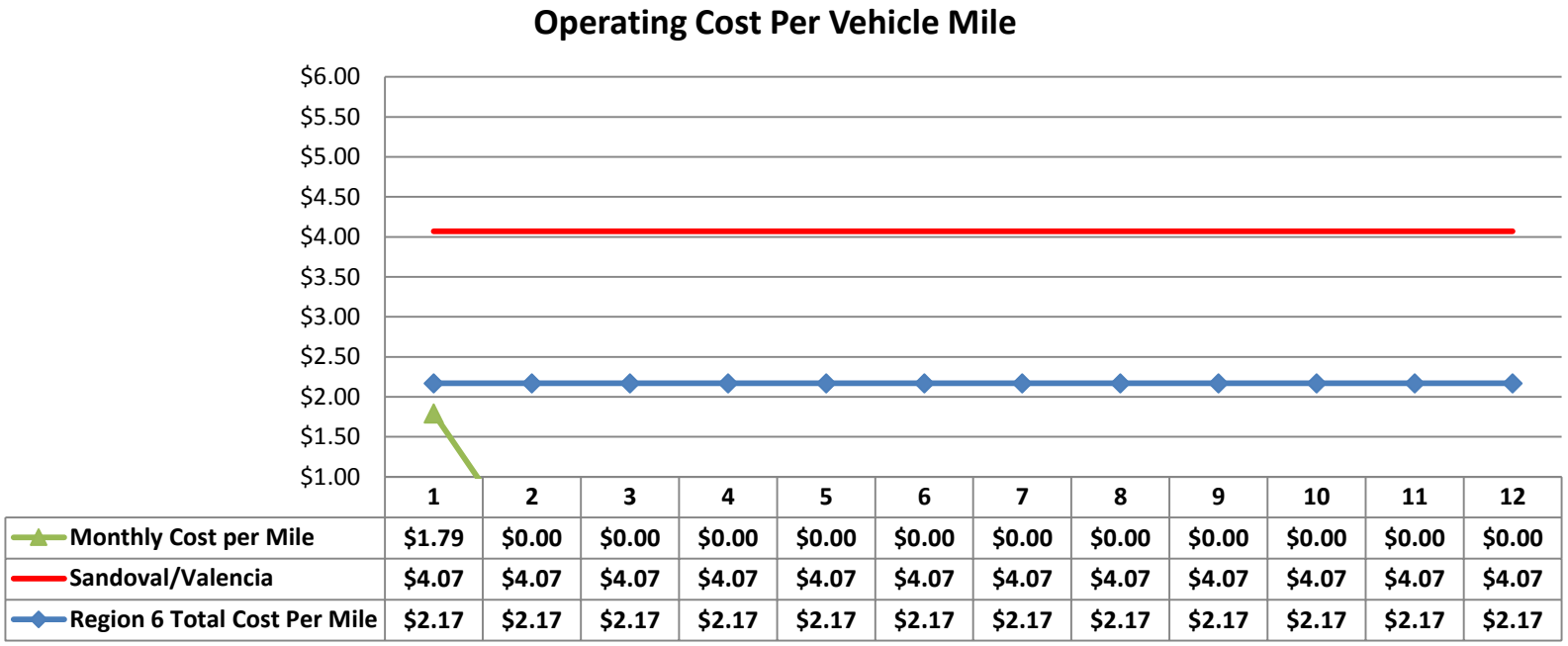


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Admin	$36,674											
Operating	$144,466											
Total	$181,140	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Performance Measure - Administrative:

Operational Cost per Vehicle Mile

Cost per vehicle mile is the total operating costs per month in relation to the total vehicle miles per month traveled on NCRTD routes. The mileage data is logged daily for each route and compiled into a monthly report. Monthly operating costs are obtained from the Monthly Expenditures (chart above) and the number of miles travelled for NCRTD operated routes. As a cost efficiency measure, operating costs per vehicle mile assesses the financial resources needed for the District's route operations. This measurement is a beneficial tool for the planning and operation's departments. The NM Department of Transportation uses this as one of their performance measures in the state-wide transit guide published annually. Additionally this is used when NMDOT evaluates a transit system for the state-wide awards of 5311 funding. This is a management tool to track our cost per mile vs. the amount of budget being spent to operate a particular route as well as collectively for all routes. Sandoval and Valencia counties' annual average are used as a local/in state comparable benchmark, even though their system is smaller than NCRTD. Data from the 2013 Rural Transit Data Fact Book, specifically FTA's District 6 (our district) annual cost per mile is included as a benchmark.

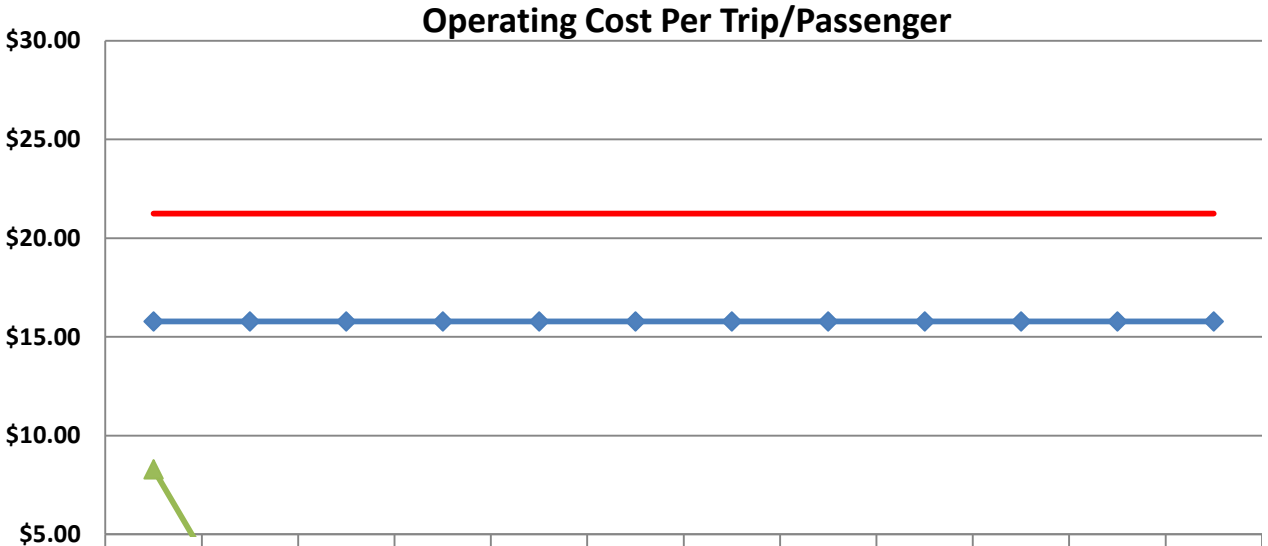


	1	2	3	4	5	6	7	8	9	10	11	12
Monthly Cost per Mile	$1.79	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sandoval/Valencia	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07
Region 6 Total Cost Per Mile	$2.17	$2.17	$2.17	$2.17	$2.17	$2.17	$2.17	$2.17	$2.17	$2.17	$2.17	$2.17

Performance Measure - Administrative:

Operating Cost per Trip

When transit data is collected, passengers, riders and rides are counted and referred to as “trips.” One passenger can generate several trips in a day, and these are counted individually. Example, a particular rider may board in Questa (1 trip) and transfer to the Taos to Espanola bus (1 trip) and again transfer to the Santa Fe bus in Espanola (1 trip) for a total of three trips. The cost per trip is computed on a monthly basis by dividing the monthly operating costs from the Monthly Expenditures (chart above), by the total monthly number of trips (ridership). NM Department of Transportation uses this as one of their performance measures to the state-wide transit guide published annually. Additionally this is used when NMDOT evaluates a transit system for the state-wide awards of 5311 funding. This is a management tool to track our cost per trip vs. the amount of budget being spent to operate a particular route as well as collectively for all routes. Sandoval and Valencia counties’ annual average are used as a local/in state comparable benchmark, even though their system is smaller than the NCRTD. Data from the 2013 Rural Transit Data Fact Book, specifically FTA’s District 6 (our district) annual cost per trip is included as a benchmark.

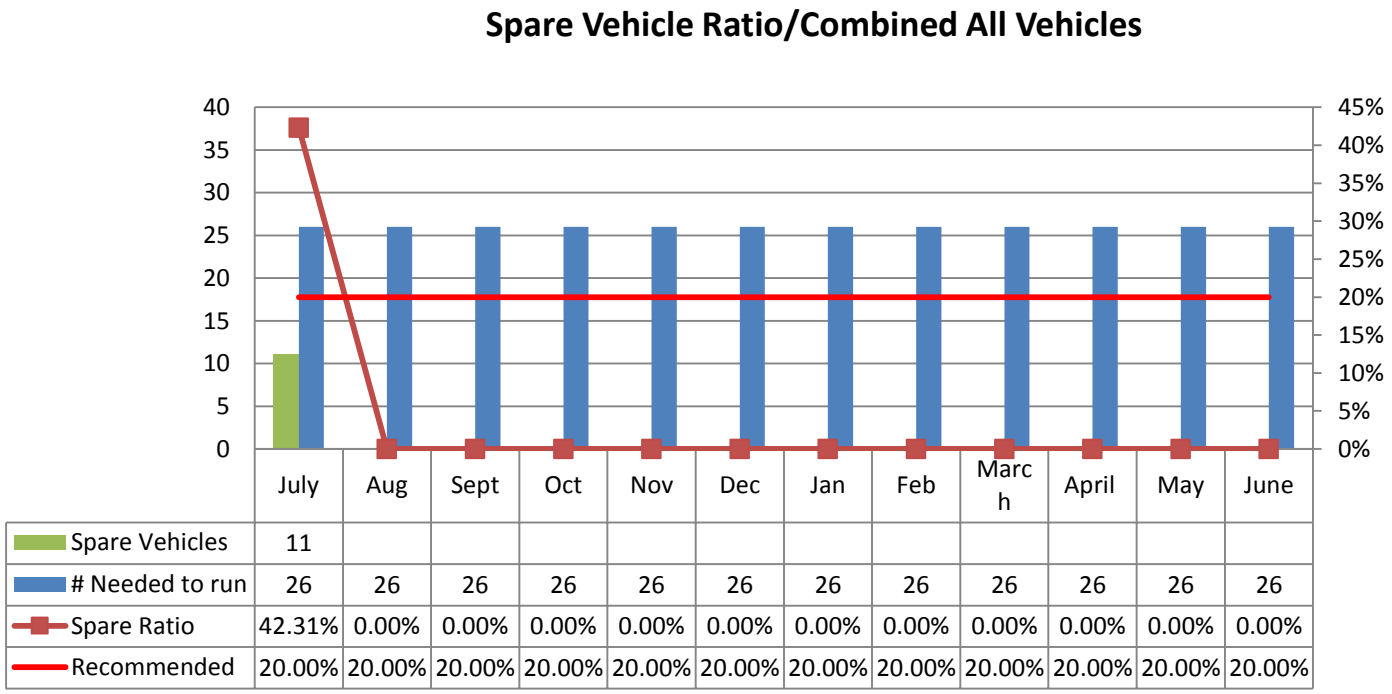


	1	2	3	4	5	6	7	8	9	10	11	12
Monthly Cost per Trip	$8.30	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sandoval/Valencia	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24
Region 6 Total Cost Per Trip	$15.79	$15.79	$15.79	$15.79	$15.79	$15.79	$15.79	$15.79	$15.79	$15.79	$15.79	$15.79

Performance Measure - Fleet:

Spare Vehicle Ratio/Combined all Vehicles

FTA defines the spare ratio as the percentage of spare vehicles in comparison to the number of vehicles required for annual maximum service. Recommended FTA spare vehicle ratio is 20% for fleets over 50 vehicles. NCRTD's fleet totals 35 and is exempt from this guideline but it is a good benchmark to keep in place. With an annual maximum service of 27 and a backup fleet of 8, the backup ratio is 30%. This higher number is needed and reasonable due to the variety of passenger seating requirements for specific routes throughout the District. These backup vehicles ensure consistent coverage of all routes when vehicles are off line due to routine maintenance or unexpected breakdowns.

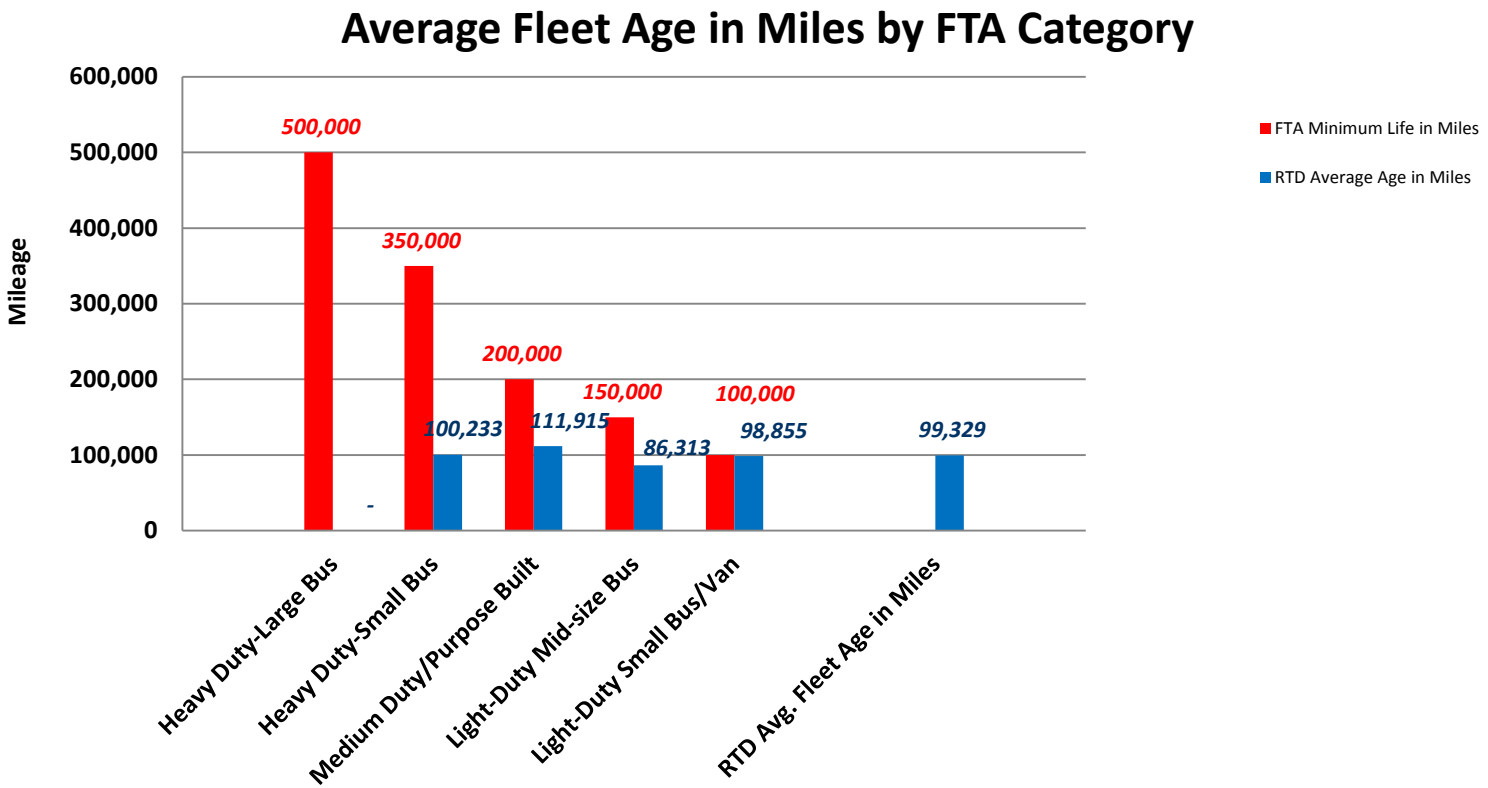


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Spare Vehicles	11											
# Needed to run	26	26	26	26	26	26	26	26	26	26	26	26
Spare Ratio	42.31%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Recommended	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%

Performance Measure - Fleet:

Average Fleet Age

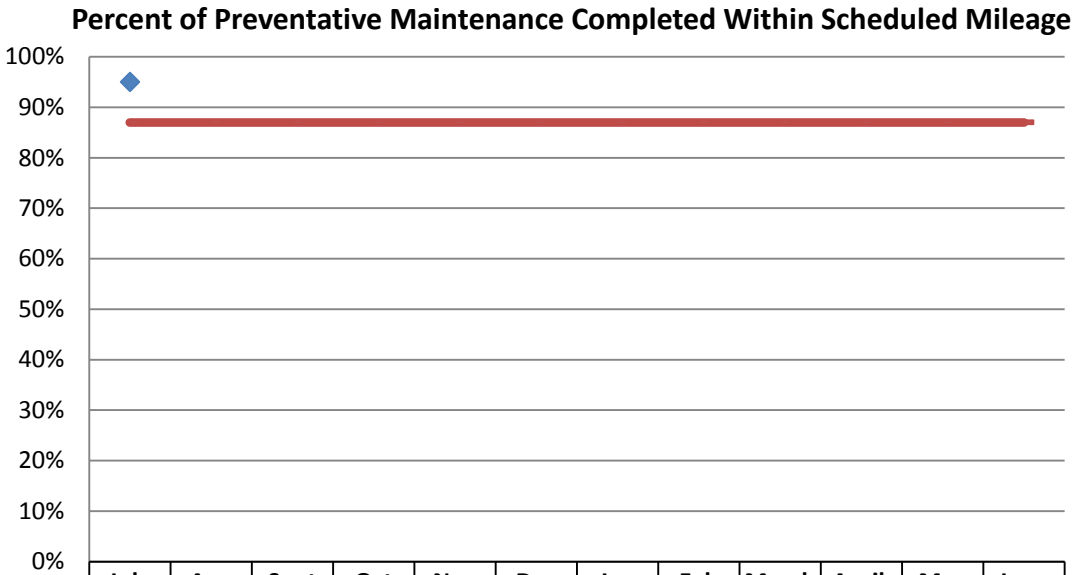
The FTA allows the use of years or mileage to attain usable life. The District uses mileage rather than the year of manufacture because of the large area of the district and the high number of miles traveled on an annual basis. This compares the age of specific kind of vehicles by mileage in accordance to the FTA guidelines. This is useful in fleet replacement planning. The numbers will vary month to month as mileages increase and old vehicles are replaced by new.



Performance Measure - Fleet:

Percentage of "On-Time" PM / Inspections

The federal benchmark for the percentage of "on-time" preventative maintenance (PMs) and inspections for the fleet is 87%. Inspections are required to be conducted within certain mileage timeframe by vehicle manufacturers for the various sizes of vehicles. Manufacturer's recommended maintenance schedules may range in mileage due to the component makeup of a particular vehicle. The FTA recommends they be conducted within the manufacturer's recommended maintenance schedule. However, as a sub recipient of NMDOT we are allowed varied standards as approved by NMDOT. With the variety of sizes and component makeup of District vehicles, we have determined and hold to a standard of 6000 mile intervals for the light and medium gasoline powered fleet and 7000 miles for the diesel powered medium-heavy fleet. This ensures frequent safety inspections and PM services at reasonable intervals that result in a more dependable and safer fleet. This data is collected and tracked by the Fleet Maintenance Manager.

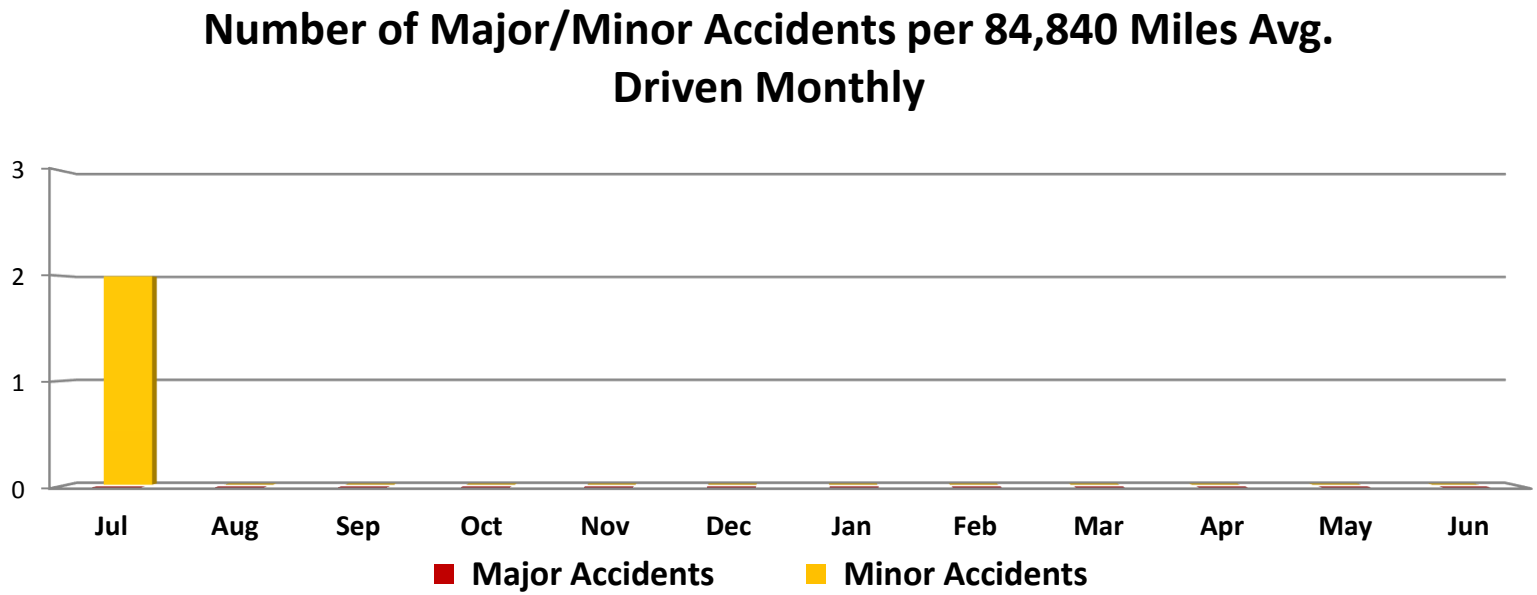


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
FY 13-14 RTD Maintenance	95											
FTA Recommendation	87	87	87	87	87	87	87	87	87	87	87	87

Performance Measure - Fleet:

Accidents per Month

This measurement shows us how many accidents occur within a month and to what frequency they occur. These are logged as minor or major accidents. A minor accident for example, is one where a driver hits a stationary object while backing but there is minimal damage. A major accident is one where there may be significant damage and/or injury, and a FTA Post accident drug screen is required. All accidents are reported to the Operations and Maintenance Manager to decide on what corrective action needs to be taken. There are established internal reporting and follow up procedures. All accidents, major or minor, are investigated and documented, and dealt with accordingly by the operations management team. As a result, disciplinary measures and/or driver re-training may be required by the outcome of the investigation.



Last Minor Accident - February 13, 2013 **Miles Driven since last Minor Accident - 52,520**

Last Major Accident - October 22, 2013 **Miles Driven since last Major Accident - 783,760**

Performance Measure – Customer Relations:

Complaints per Month

This performance tracks monthly the number and type of complaints received by the Operations Division of the NCRTD. The complaints are received by the Operations and Maintenance Manager. These are categorize by the type of complaint, and evaluated as to the seriousness of the complaint and whether or not a course of action needs to be taken, i.e. driver reprimand, driver retraining, vehicle maintenance, etc. This measure is intended to measure the percentage of complaints versus the total ridership for the month. Driver performance can be graded and we can see if more drivers training needs to be scheduled for particular drivers. Customers also have complained about routes, stops, dispatch, bus cleanliness and other various categories.

1. Patron complained the Taos bus did not stop at the Ohkay stop and there were mosquitos bothering him at the stop. / Supervisor explained the bus was running very late due to rock slide in the canyon and would be getting there soon.
2. Riverside rider complained that the bus left early from the stop. / Supervisor apologized to passenger and coached the driver on adhering to the schedule.
3. Santa Fe rider complained the driver had let an intoxicated person on the bus who had tried to start a fight with him while on the bus. When they got off at Ohkay, he started a fight with someone else at the bus stop. / A Supervisor and Ohkay Security had responded to the incident. The intoxicated individual was identified and denied future service. Also the driver was given direction to be better aware intoxicants who may cause problems after boarding.

Performance Measure – Customer Relations:

Complaints per Month

FY 14-15 Number of Complaints

	Total	Schedule Issues	Driver Performance	Against other Passengers	Miscellaneous*	Percent VS Ridership
July	3		3			0.02%
August						
Sept						
Oct						
Nov						
Dec						
January						
Feb						
March						
April						
May						
June						
Total	3	0	3	0	0	

Performance Measure – Customer Relations:

Customer Incidents

This performance measure calculates the number of customer incidents reported to the Operations and Maintenance Manager on a monthly basis. Customer incidents are any serious occurrence that may have an outcome that could be potentially hazardous to the driver or other passengers. These situations could be anything such as two passengers arguing over something, or a rider threatening a driver, or a non rider harassing a driver for not being on time. It could also be a passenger falling down on the bus, or a passenger stepping in front of the bus as it pulls away from the curb to stop it to get on the bus. This data is collected by the driver writing an incident report and turning it in to the Operations and Maintenance Manager. This is intended to measure the types of situations that arise and how frequently they arise on the various routes of service provided by the NCRTD. This measurement tells us the frequency of incidents versus the number of monthly riders. We can then see if additional training needs to be implemented for the driver to avoid or control incidents that may occur on his route.

1. Santa Fe – A man and a woman were fighting on the bus. Told them to stop or would separate them or they would have to get off the bus.
2. Riverside – Two girls and a guy got on the bus. The guy started to fight with one of the girls. Stopped the bus at CVS and when police and the supervisor were called, the guy and one of the girls ran away. Police caught them and released the bus to service.
3. Tesuque – and intoxicated couple asked driver to wait at stop while they looked for a restroom. When driver said he could not because he had to make the Taos connection. They became belligerent and were left at the stop.
4. Riverside – AN intoxicated man, Daryl, got on at Allsups and yelled at driver to take him to Ohkay. He would not stop yelling and was told to get off bus but would not. Driver called it in then the man started cursing the driver and finally got off.

Customer Incidents

FY 14-15 Number of Customer Incidents

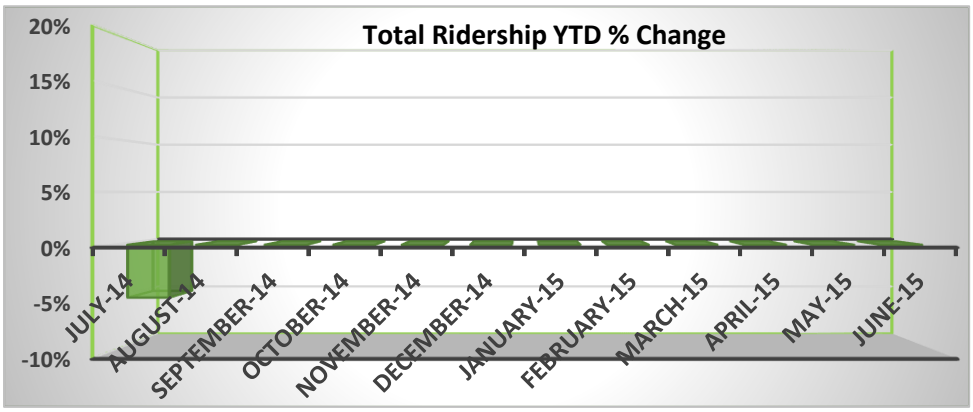
	Total	Driver-Non Rider	Rider-Rider	Driver-Rider	Rider	% of Ridership
July	4		2	2		0.02%
Aug						
Sept						
Oct						
Nov						
Dec						
Jan						
Feb						
March						
April						
May						
June						
Total	4	0	2	2	0	

NCRTD Monthly Ridership Summary

July 1, 2014 through July 31, 2014

Calendar Operating Days

	This Year
Jul-13	22
Aug-13	
Sep-13	
Oct-13	
Nov-13	
Dec-13	
Jan-14	
Feb-14	
Mar-14	
Apr-14	
May-14	
Jun-14	



Monthly System Totals

	This Year	Last Year	%Change
NCRTD Operated	17,415	17,504	**-1%**
NCRTD Funded	28,959	31,048	**-7%**
All Systems Funded Total	46,374	48,552	**-5%**

Year to Date Totals

	This Year	Last Year	Difference	%Change
NCRTD Operated	17,415	17,504	-89	**-1%**
NCRTD Funded	28,959	31,048	-2,089	**-7%**
All Systems Funded Total	46,374	48,552	-2,178	**-5%**

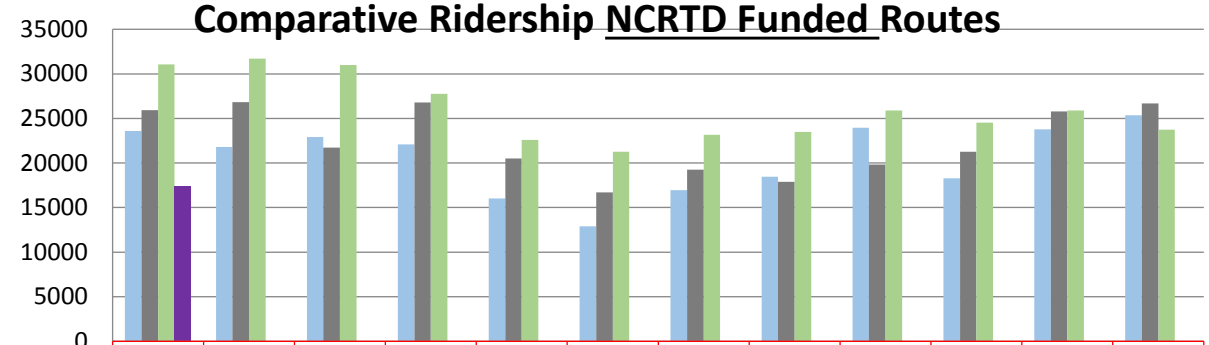
System Daily Averages

	This Year	Difference	% Change
NCRTD Operated	792	796	**-1%**
NCRTD Funded	1,316	1,411	**-7%**
Systems Total	2108	2207	**-5%**

Total Ridership YTD % Change

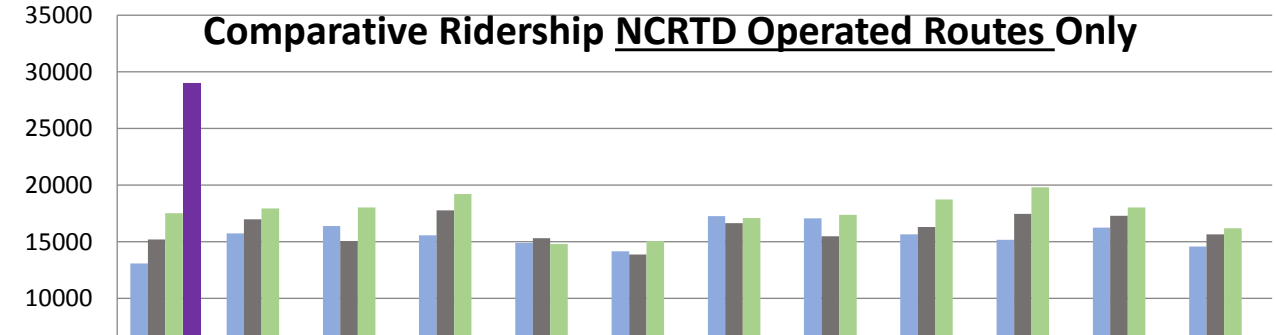
July-14	-5%
August-14	
September-14	
October-14	
November-14	
December-14	
January-15	
February-15	
March-15	
April-15	
May-15	
June-15	

Jul-2014
Ridership Report



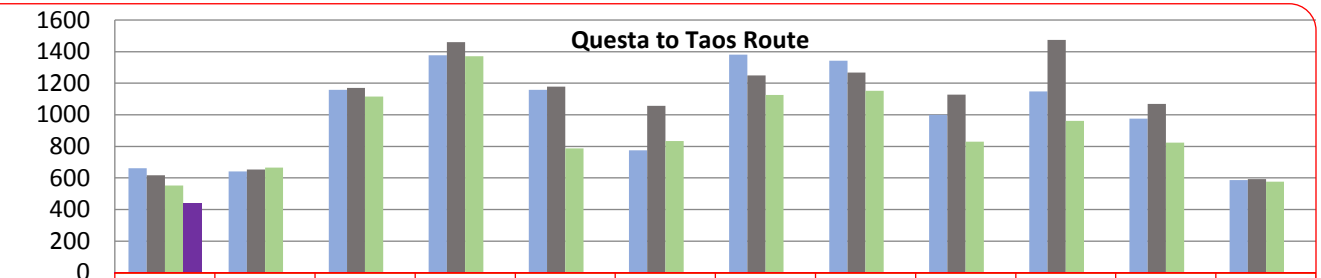
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 11-12	23585	21783	22901	22083	16037	12884	16962	18470	23961	18296	23783	25369
FY 12-13	25935	26841	21732	26777	20508	16704	19235	17881	19820	21259	25775	26679
FY13-14	31,048	31,690	31,001	27,771	22,577	21,251	23,169	23,491	25,908	24,531	25,909	23,747
FY14-15	17,415											

FY11-12= 246,114 / FY12-13= 269,146 / FY13-14= 288,346 / FY14-15= 17,415



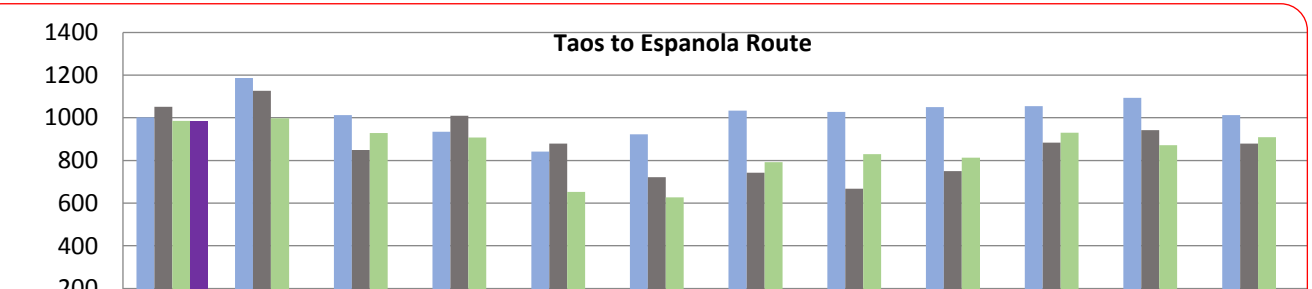
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 11-12	13081	15739	16397	15567	14886	14167	17274	17071	15650	15178	16244	14573
FY 12-13	15200	16995	15052	17760	15317	13872	16642	15471	16315	17465	17285	15653
FY13-14	17,504	17,934	18,033	19,205	14,792	15,069	17,102	17,380	18,719	19,804	18,021	16,187
FY14-15	28,959											

FY11-12= 185,827 / FY12-13= 193,027 / FY13-14= 209,750 / FY14/15= 28,959



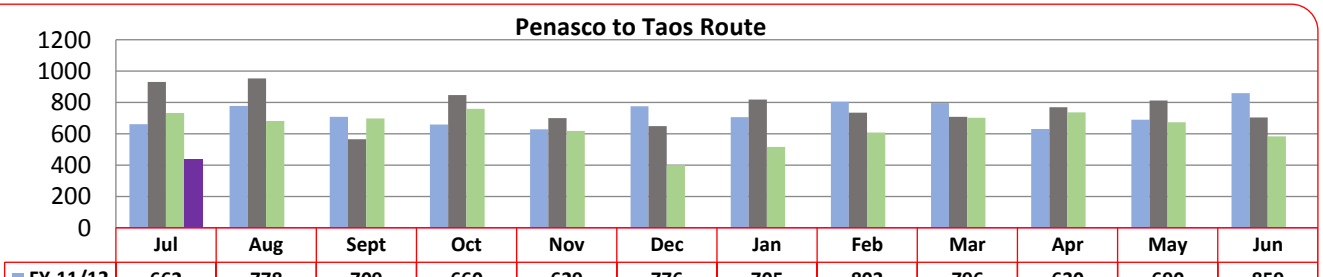
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY11/12	662	642	1158	1376	1157	775	1380	1342	1000	1147	975	587
FY12/13	616	654	1170	1459	1179	1056	1250	1267	1127	1474	1068	593
FY13/14	552	665	1116	1371	787	833	1125	1151	830	962	824	576
FY14/15	443											

FY11-12= 12,201 / FY12-13= 12,913 / FY13-14= 10,792 / FY14/15= 443



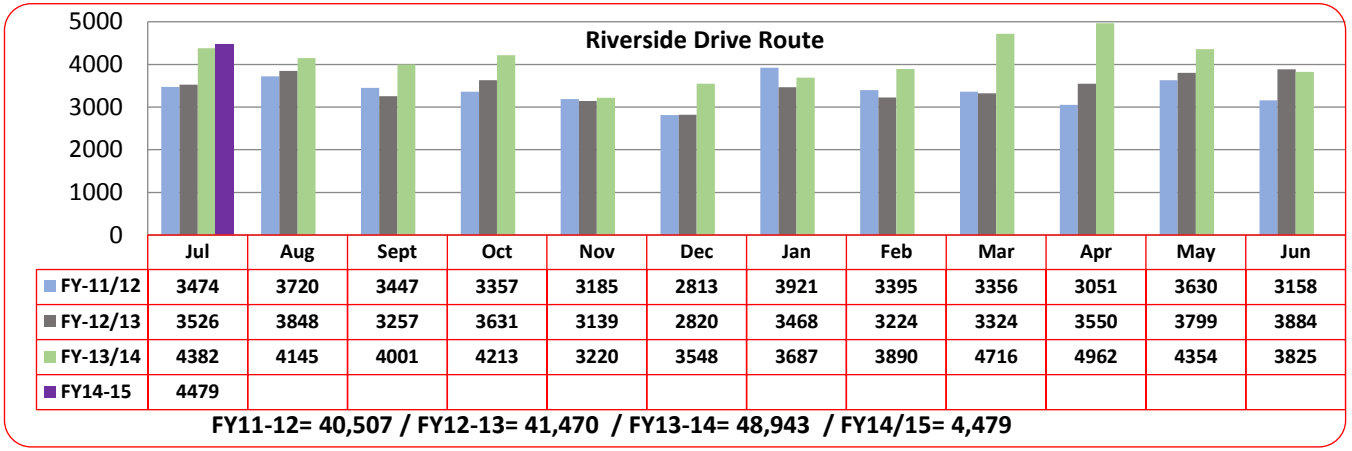
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY- 11/12	1002	1186	1012	935	841	922	1033	1028	1050	1055	1093	1012
FY-12/13	1051	1126	849	1009	879	722	742	668	750	883	942	879
FY-13/14	985	998	928	907	652	627	792	830	813	930	872	909
FY14-15	986											

FY11-12= 12,169 / FY12-13= 10,500 / FY13-14= 10,243 / FY14/15= 986



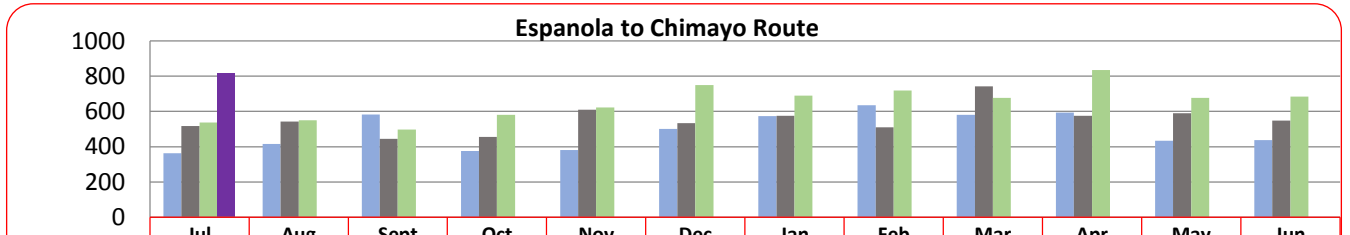
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	662	778	709	660	629	776	705	803	796	630	690	859
FY-12/13	930	953	565	847	700	648	818	735	708	769	812	704
FY-13/14	733	681	697	759	618	400	516	608	702	736	674	583
FY14-15	436											

FY11-12=8,697 / FY12-13= 9,189 / FY13-14= 7,707 / FY14/15= 436



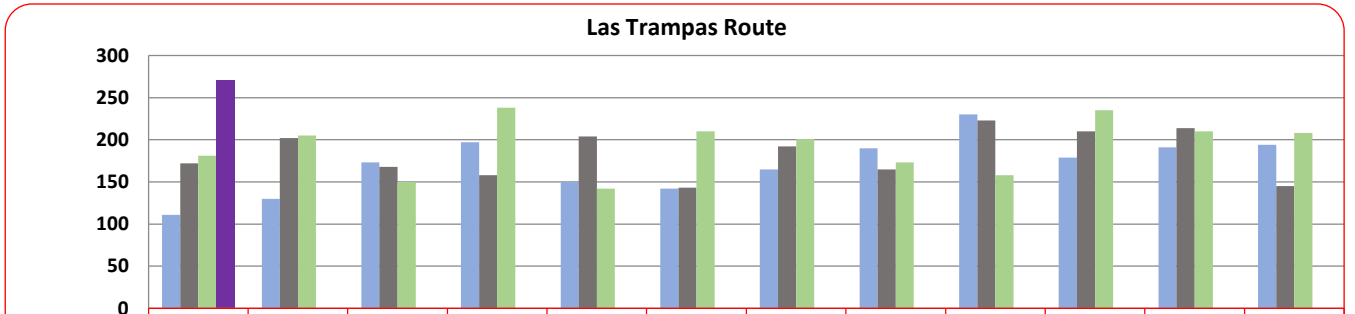
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	3474	3720	3447	3357	3185	2813	3921	3395	3356	3051	3630	3158
FY-12/13	3526	3848	3257	3631	3139	2820	3468	3224	3324	3550	3799	3884
FY-13/14	4382	4145	4001	4213	3220	3548	3687	3890	4716	4962	4354	3825
FY14-15	4479											

FY11-12= 40,507 / FY12-13= 41,470 / FY13-14= 48,943 / FY14/15= 4,479



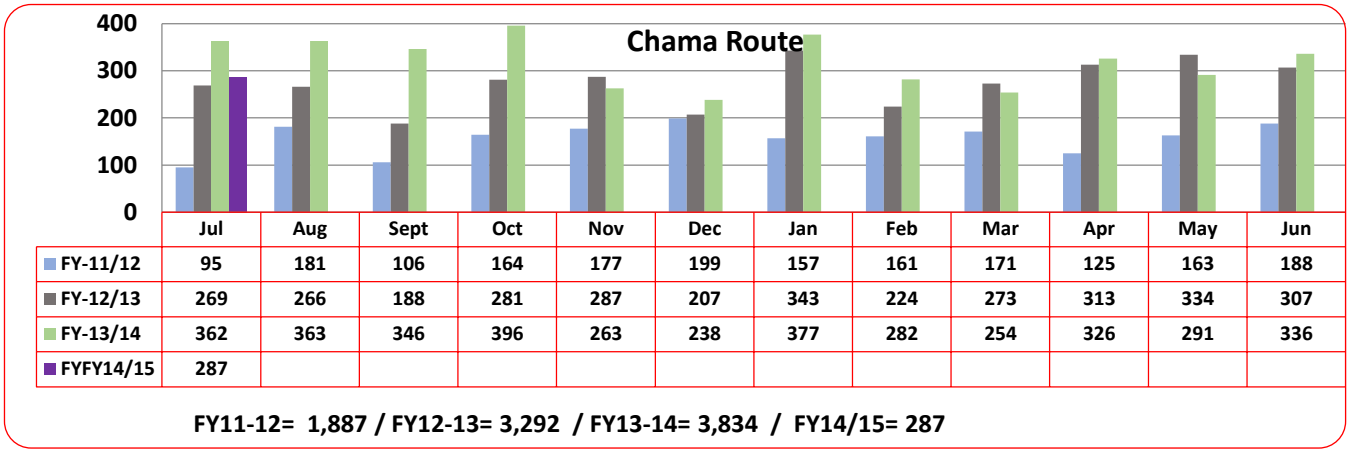
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	363	416	583	376	381	500	574	635	580	594	434	437
FY-12/13	517	543	445	455	609	534	576	510	743	576	589	548
FY-13/14	538	550	498	580	622	750	690	718	677	835	676	684
FY14-15	814											

FY11-12= 5,873 / FY12-13= 6,645 / FY13-14= 7,818 / FY14/15= 814



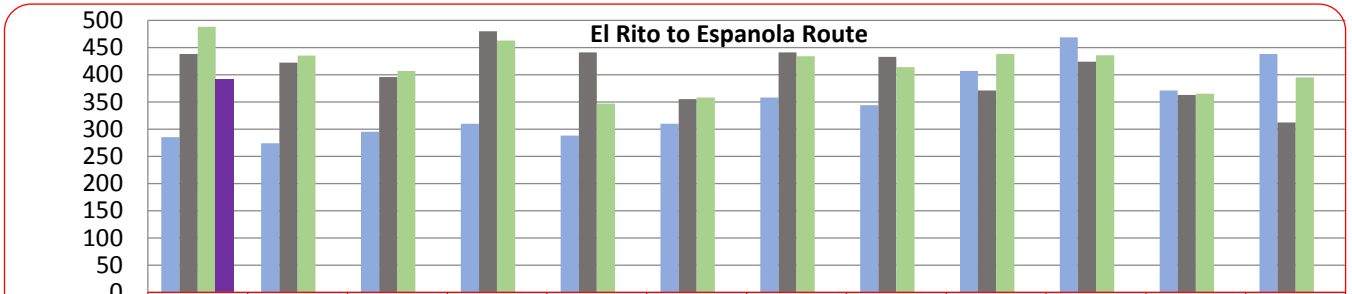
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	111	130	173	197	150	142	165	190	230	179	191	194
FY-12/13	172	202	168	158	204	143	192	165	223	210	214	145
FY-13/14	181	205	150	238	142	210	201	173	158	235	210	208
FY14-15	271											

FY11-12= 2,052 / FY12-13= 2,196 / FY13-14= 2,311 / FY14/15= 271



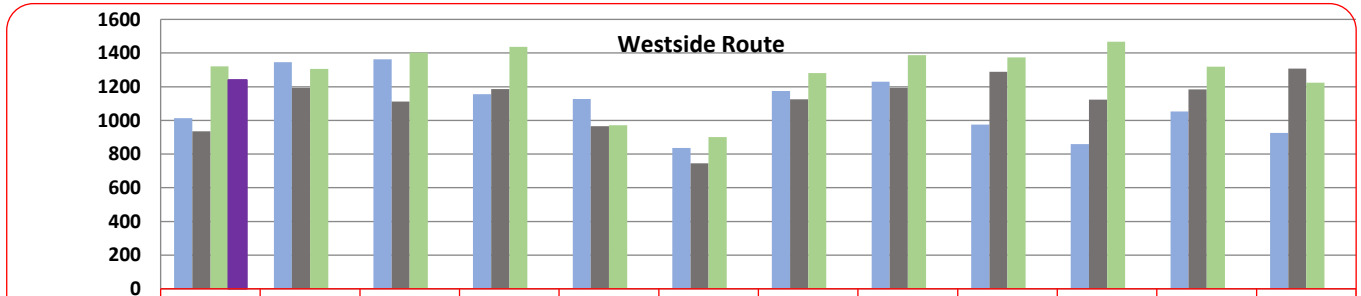
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	95	181	106	164	177	199	157	161	171	125	163	188
FY-12/13	269	266	188	281	287	207	343	224	273	313	334	307
FY-13/14	362	363	346	396	263	238	377	282	254	326	291	336
FYFY14/15	287											

FY11-12= 1,887 / FY12-13= 3,292 / FY13-14= 3,834 / FY14/15= 287



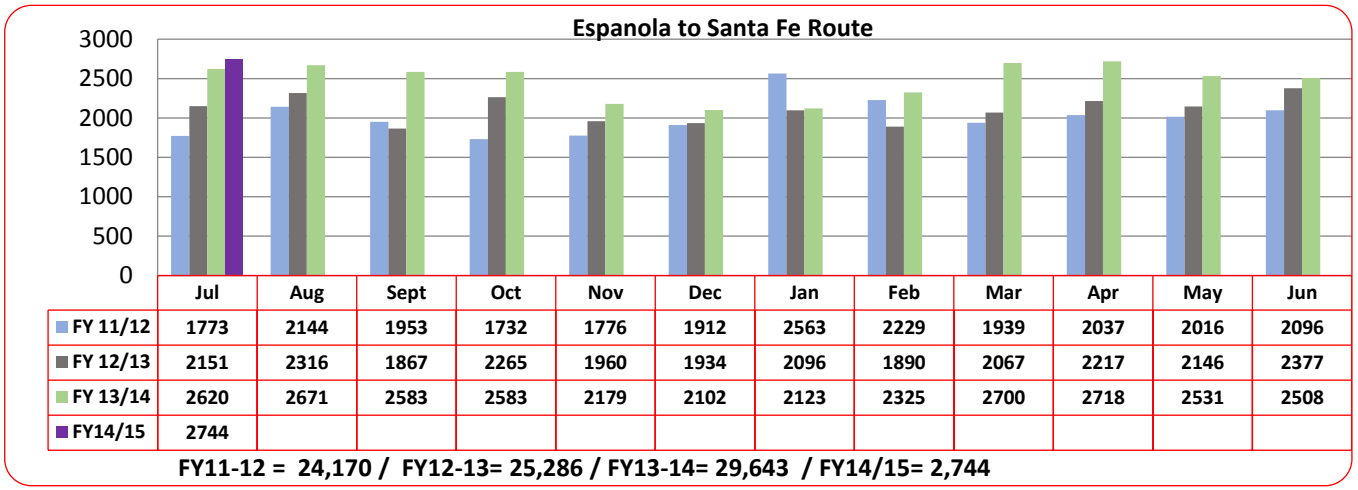
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	285	274	295	310	288	310	358	344	407	469	371	438
FY-12/13	438	422	396	480	441	355	441	433	371	424	363	312
FY-13/14	488	435	407	463	347	358	434	414	438	436	365	395
FY14/15	393											

FY11-12= 4,149 / FY12-13= 4,876 / FY13-14= 4,980 / FY14/15= 393



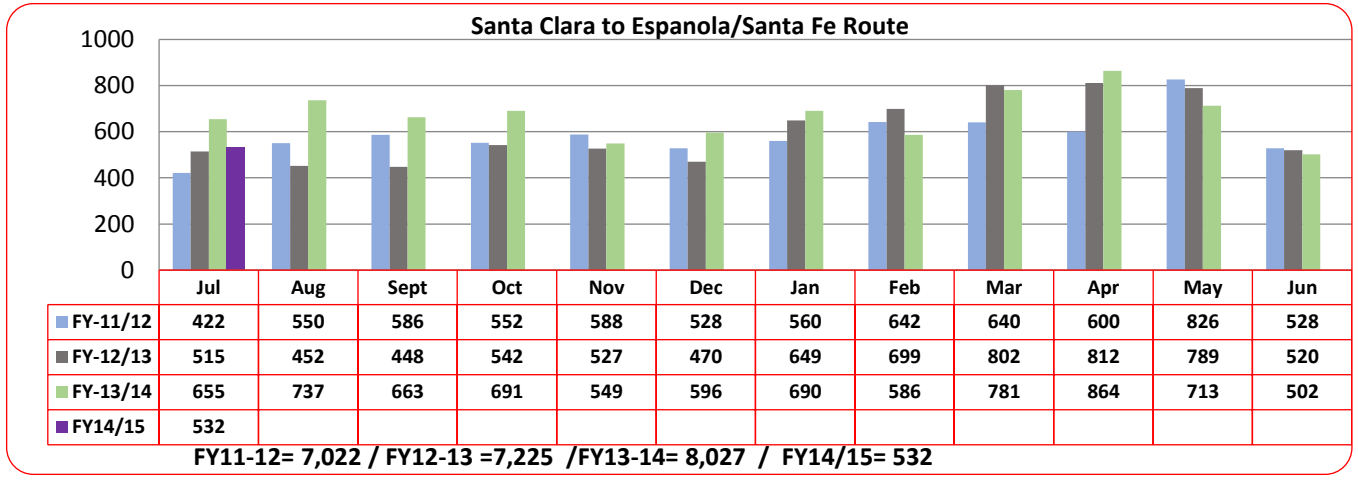
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	1013	1346	1363	1156	1128	837	1175	1230	975	859	1054	926
FY-12/13	936	1193	1113	1186	966	745	1125	1193	1288	1123	1184	1307
FY-13/14	1321	1305	1402	1437	972	902	1281	1388	1374	1467	1319	1225
FY14/15	1239											

FY11-12= 13,062 / FY12-13= 13,359 / FY13-14= 15,393 / FY14/15= 1,239



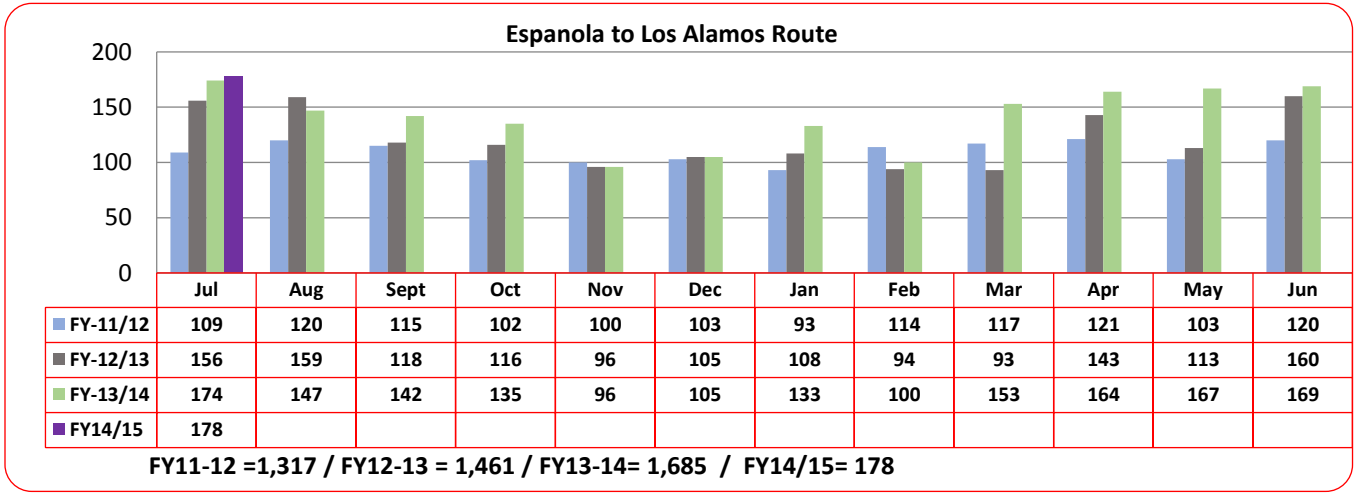
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 11/12	1773	2144	1953	1732	1776	1912	2563	2229	1939	2037	2016	2096
FY 12/13	2151	2316	1867	2265	1960	1934	2096	1890	2067	2217	2146	2377
FY 13/14	2620	2671	2583	2583	2179	2102	2123	2325	2700	2718	2531	2508
FY14/15	2744											

FY11-12 = 24,170 / FY12-13= 25,286 / FY13-14= 29,643 / FY14/15= 2,744



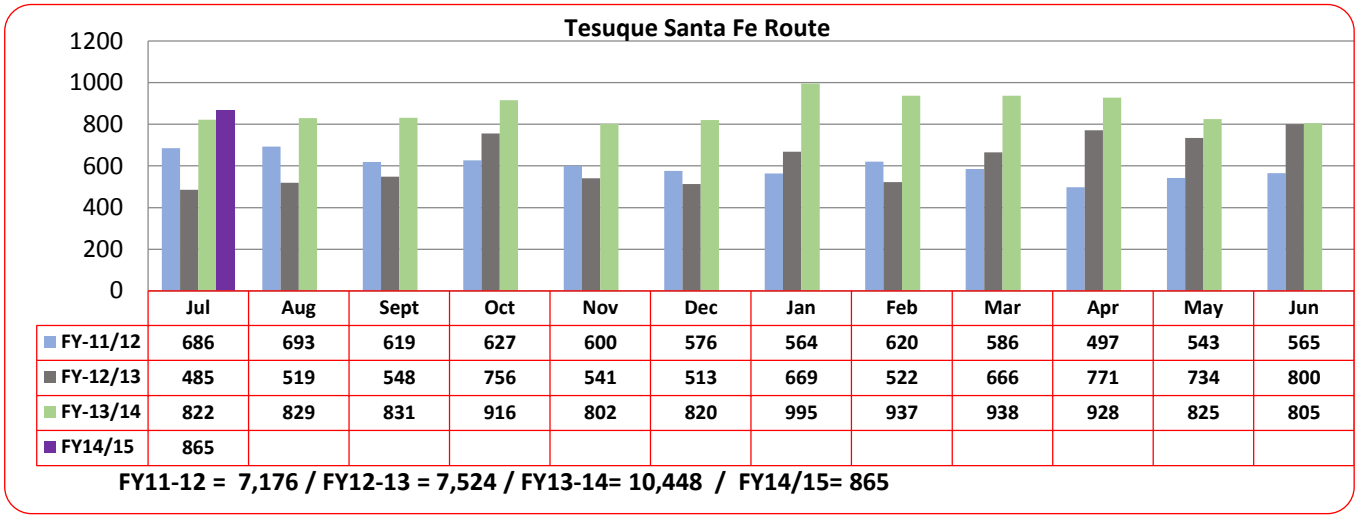
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	422	550	586	552	588	528	560	642	640	600	826	528
FY-12/13	515	452	448	542	527	470	649	699	802	812	789	520
FY-13/14	655	737	663	691	549	596	690	586	781	864	713	502
FY14/15	532											

FY11-12= 7,022 / FY12-13 =7,225 /FY13-14= 8,027 / FY14/15= 532



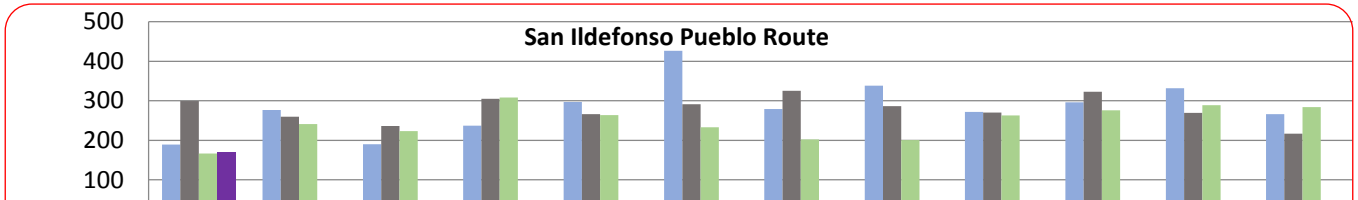
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	109	120	115	102	100	103	93	114	117	121	103	120
FY-12/13	156	159	118	116	96	105	108	94	93	143	113	160
FY-13/14	174	147	142	135	96	105	133	100	153	164	167	169
FY14/15	178											

FY11-12 =1,317 / FY12-13 = 1,461 / FY13-14= 1,685 / FY14/15= 178



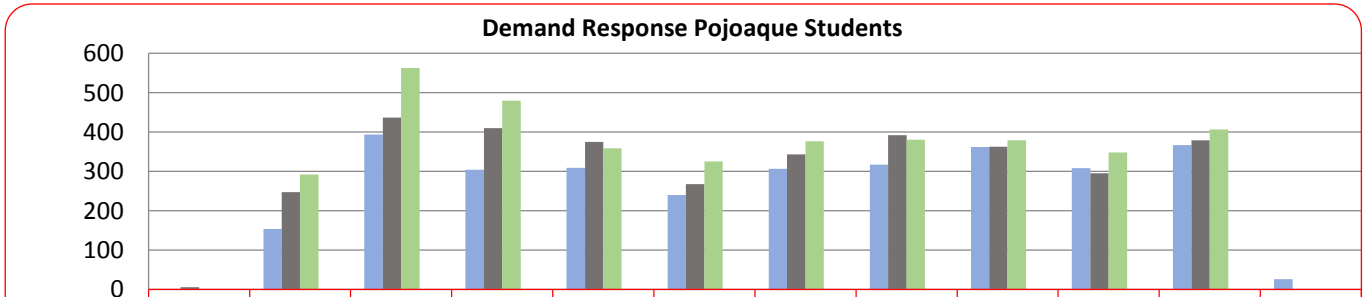
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	686	693	619	627	600	576	564	620	586	497	543	565
FY-12/13	485	519	548	756	541	513	669	522	666	771	734	800
FY-13/14	822	829	831	916	802	820	995	937	938	928	825	805
FY14/15	865											

FY11-12 = 7,176 / FY12-13 = 7,524 / FY13-14= 10,448 / FY14/15= 865



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	189	277	190	237	297	426	279	338	272	296	332	266
FY-12/13	299	260	236	305	266	291	325	286	270	323	269	217
FY-13/14	167	241	223	308	264	233	202	201	263	276	289	284
FY14/15	171											

FY11-12= 3,399 / FY12-13= 3,347/ FY13-14= 2,951 / FY14/15= 171



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	0	154	394	304	309	240	307	317	362	308	367	26
FY-12/13	6	247	437	410	375	268	343	392	363	295	379	0
FY-13/14	0	292	563	480	359	325	377	381	379	348	407	0
FY14/15	0											

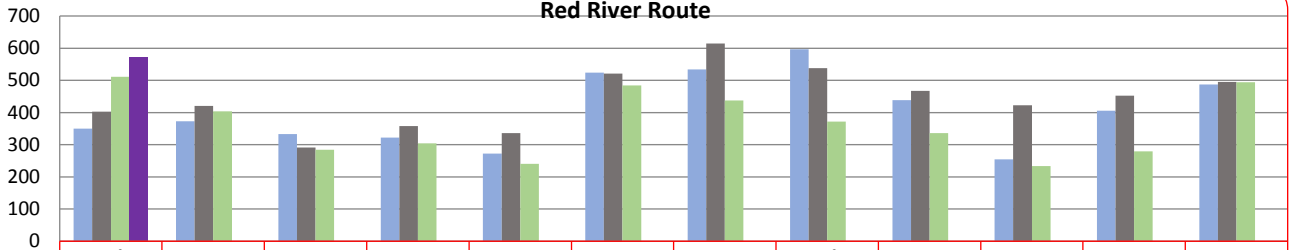
FY11-12= 3,088 / FY12-13= 3,515 / FY13-14 = 3,911 / FY14/15= 0

Demand Response Route

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	373	589	836	750	728	584	699	722	674	687	744	376
FY-12/13	432	636	586	656	670	613	695	671	747	937	782	434
FY-13/14	418	603	696	802	699	663	794	734	743	764	766	348
FY14/15	431											

FY 11-12= 7,762 / FY12-13= 7,849 / FY13-14= 8,030 / FY14/15= 431

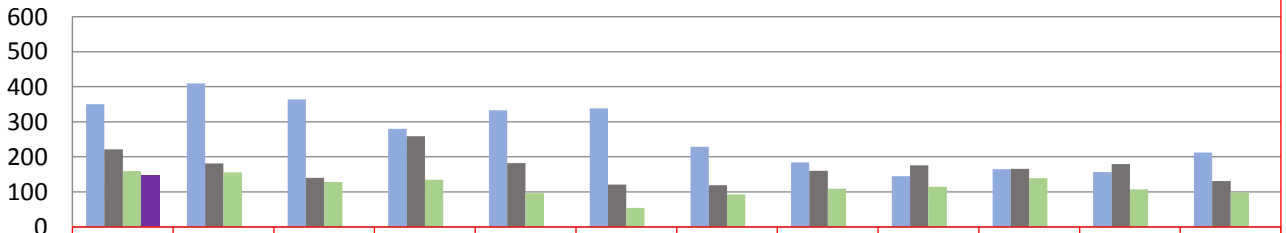
Red River Route



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	350	373	333	322	272	524	534	597	438	254	406	487
FY-12/13	403	421	291	358	336	521	614	538	467	423	452	495
FY-13/14	511	404	284	304	241	484	437	372	336	234	279	494
FY14/15	572											

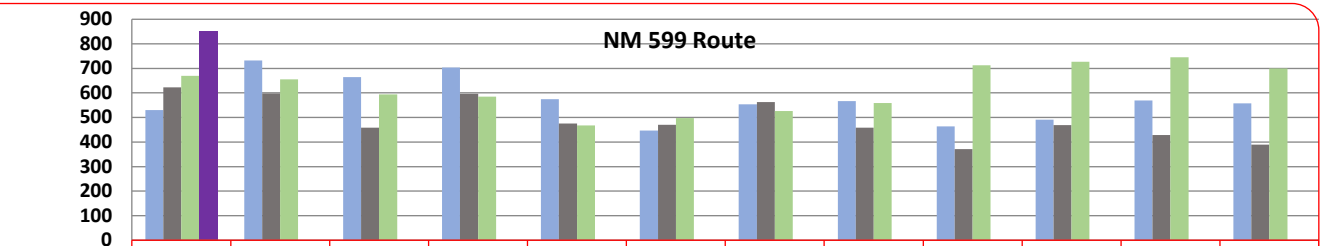
FY11-12= 4,890 / FY12-13= 5,319 / FY13-14= 4,380 / FY14/15=572

Pojoaque/Nambe Route



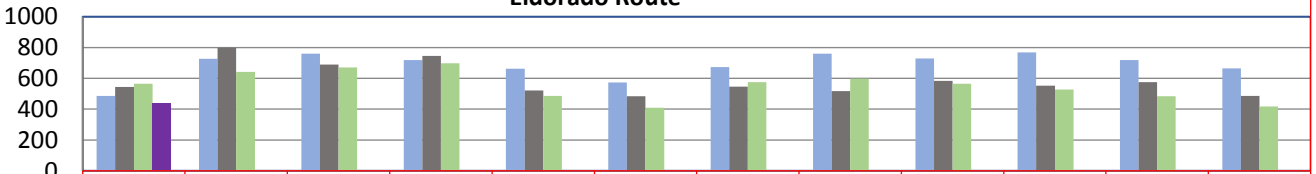
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	350	410	364	280	333	338	229	184	145	165	157	212
FY-12/13	221	181	140	259	182	121	119	160	176	166	179	131
FY-13/14	159	156	128	135	96	54	93	109	115	139	107	98
FY14/15	146											

FY11-12= 3,167 / FY12-13= 2,035 / FY13-14= 1,389 /FY 14/15= 146



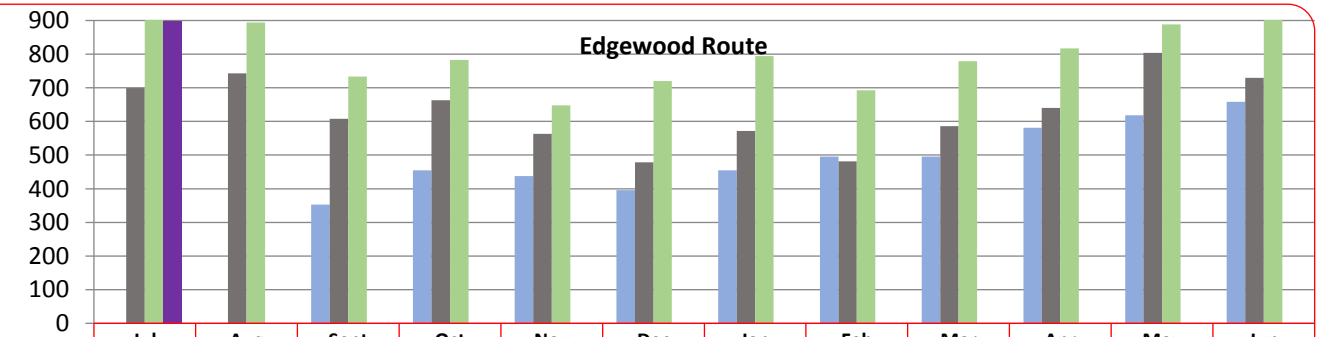
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	530	732	664	703	575	447	553	567	464	491	569	557
FY-12/13	623	598	458	596	475	470	563	458	371	469	429	389
FY-13/14	669	655	594	585	467	498	526	559	713	727	745	700
FY14/15	852											

FY11-12= 6,852 / FY12-13= 5,899 / FY13-14= 7,438 / FY14/15= 852



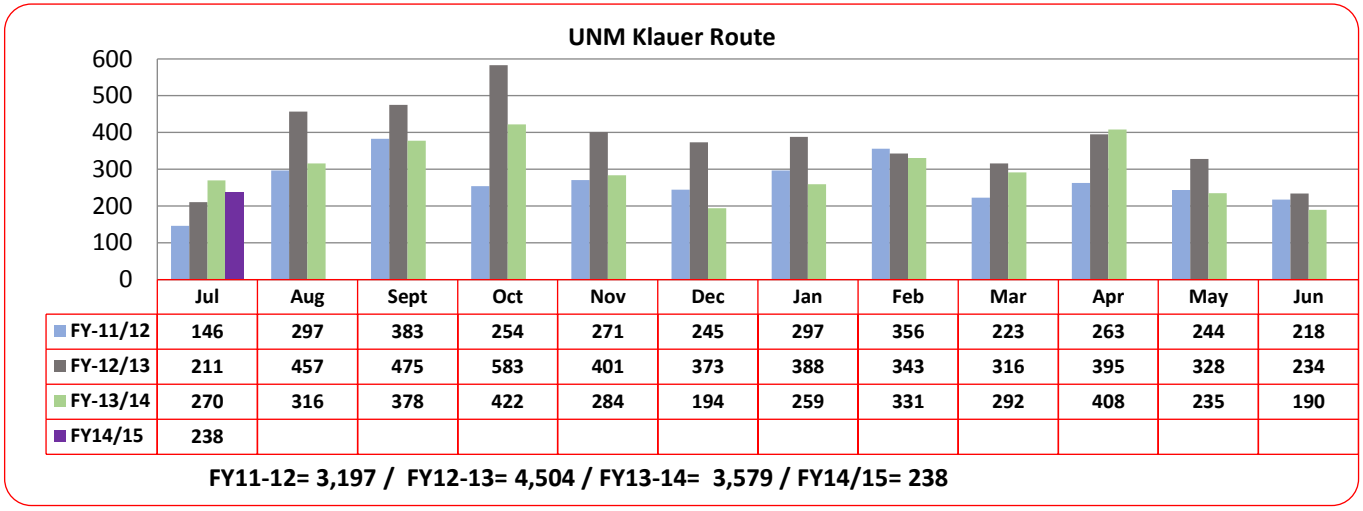
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	486	726	761	718	663	574	673	761	729	769	718	665
FY-12/13	544	799	689	745	521	484	546	518	584	552	576	487
FY-13/14	564	642	670	697	485	409	576	598	565	528	484	418
FY14/15	441											

FY11-12= 8,243 / FY12-13= 7,045 / FY13-14= 6,636 / FY14/15= 441



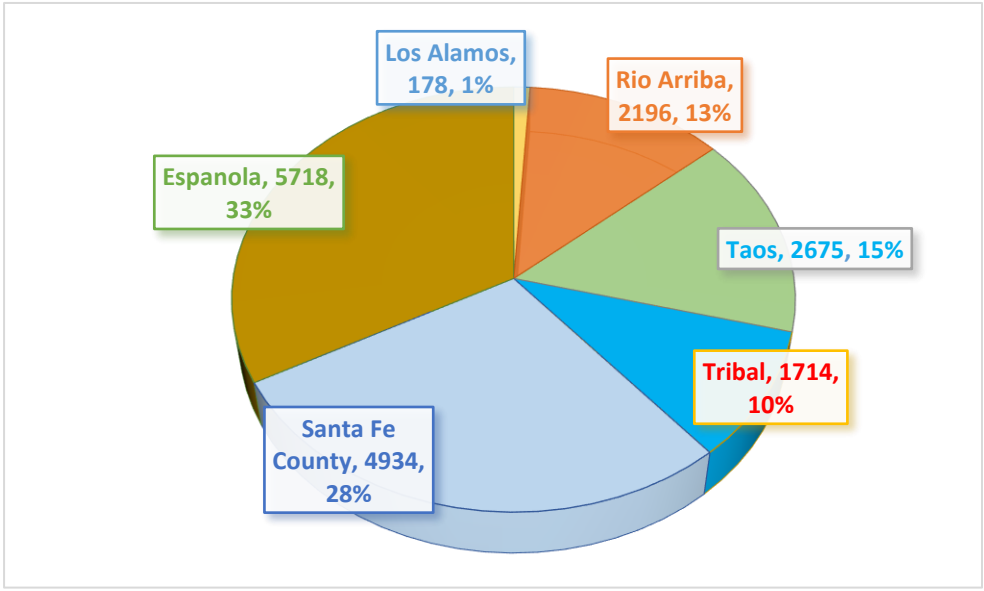
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12			353	455	438	396	455	496	496	581	618	658
FY-12/13	699	743	608	663	563	479	572	481	586	640	804	730
FY-13/14	933	894	733	783	648	720	794	693	779	817	888	930
FY14/15	897											

FY11-12= 4,946 / FY12-13= 7,568 / FY13-14= 9,612 / FY14/15= 897



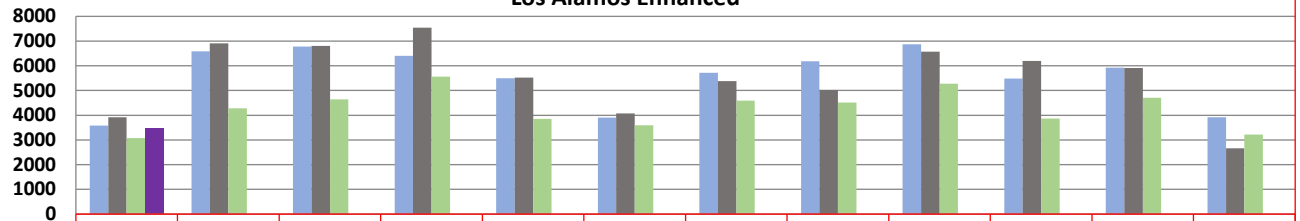
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	146	297	383	254	271	245	297	356	223	263	244	218
FY-12/13	211	457	475	583	401	373	388	343	316	395	328	234
FY-13/14	270	316	378	422	284	194	259	331	292	408	235	190
FY14/15	238											

FY11-12= 3,197 / FY12-13= 4,504 / FY13-14= 3,579 / FY14/15= 238



NCRTD Funded Routes - Member Operated

Los Alamos Enhanced

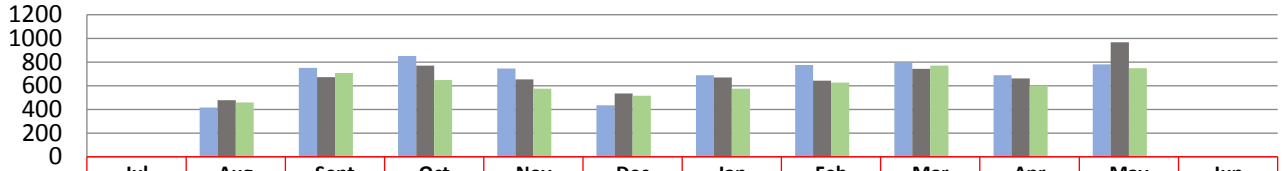


	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	3576	6579	6785	6403	5492	3899	5711	6178	6875	5487	5922	3913
FY-12/13	3920	6907	6809	7549	5529	4072	5381	5021	6572	6196	5908	2659
FY-13/14	3075	4278	4637	5556	3851	3588	4592	4508	5273	3869	4705	3216
FY14/15	3481											

FY11-12= 66,820 / FY12-13= 66,523 / FY13-14= 51,148 / FY14/15= 3,481

Los Alamos Route 11 formerly route 10

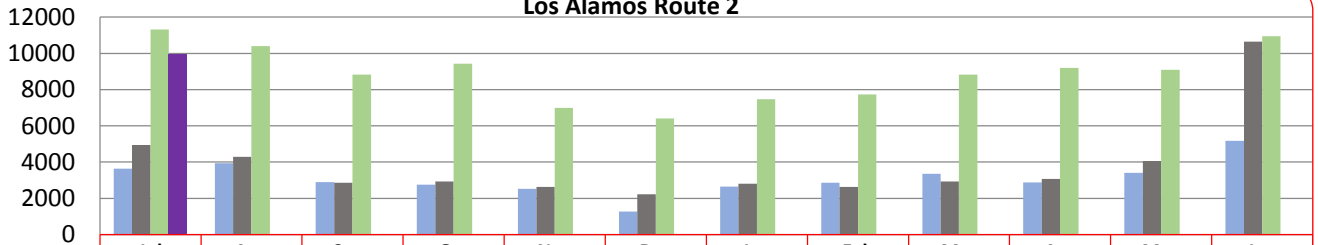
June-Route 10 didn't run due to fire



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	0	417	750	850	745	436	690	774	796	690	782	0
FY-12/13	0	477	672	771	655	536	669	642	742	662	966	0
FY-13/14	0	458	709	649	576	517	575	627	770	601	748	0
FY14/15	0											

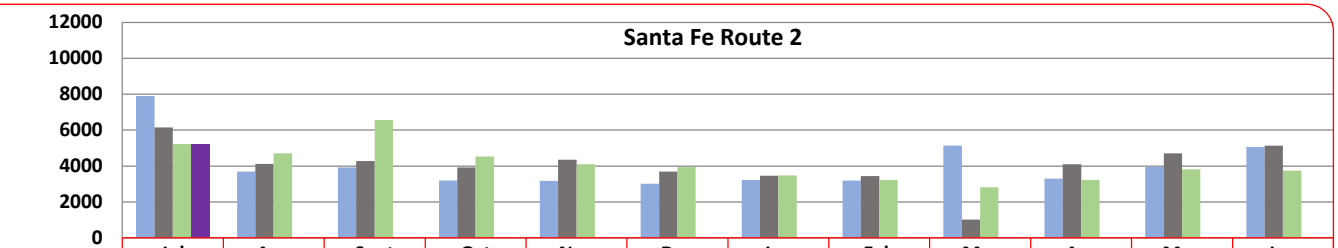
FY11-12= 6,930 / FY12-13= 6,792 / FY 13-14= 6,230 / FY14/15= 0

Los Alamos Route 2



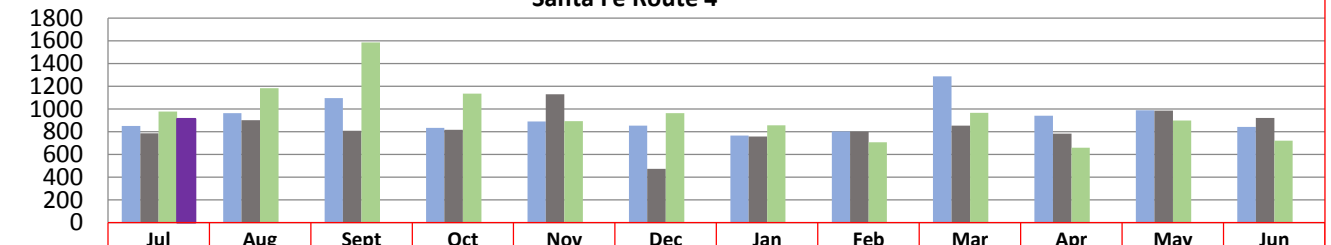
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	3640	3946	2903	2755	2523	1264	2641	2856	3356	2884	3413	5171
FY-12/13	4936	4294	2859	2937	2628	2217	2808	2630	2924	3068	4068	10639
FY-13/14	11310	10405	8837	9433	6994	6408	7464	7736	8834	9206	9092	10952
FY14/15	9937											

FY11-12= 37,352 / FY12-13= 46,008 / FY13-14= 106,671 / FY14/15=9,937



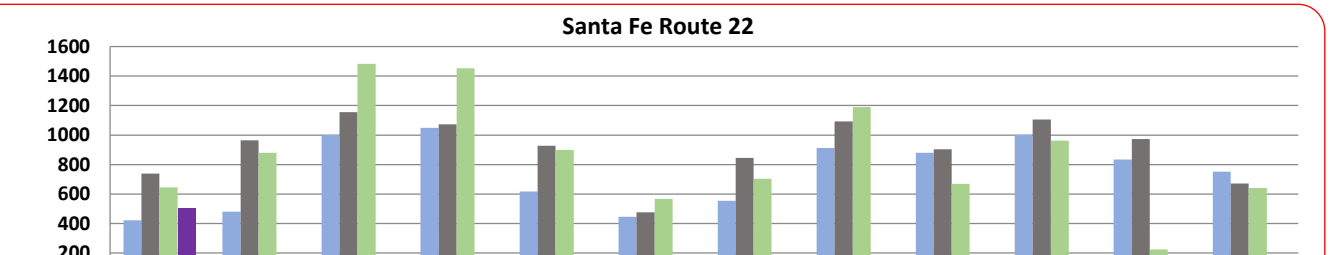
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	7894	3691	3927	3188	3169	3016	3229	3200	5137	3309	3956	5057
FY-12/13	6160	4116	4276	3929	4348	3700	3457	3447	1016	4094	4700	5139
FY-13/14	5224	4716	6556	4539	4099	3934	3483	3229	2824	3224	3822	3743
FY14/15	5218											

FY11-12= 48,773 / FY12-13= 48,382 / FY13-14= 49,393 / FY14/15= 5,218



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	851	964	1095	835	890	853	766	804	1288	940	988	842
FY-12/13	785	902	808	818	1128	475	757	801	854	782	985	920
FY-13/14	976	1183	1585	1135	894	963	855	707	967	659	899	720
FY14/15	913											

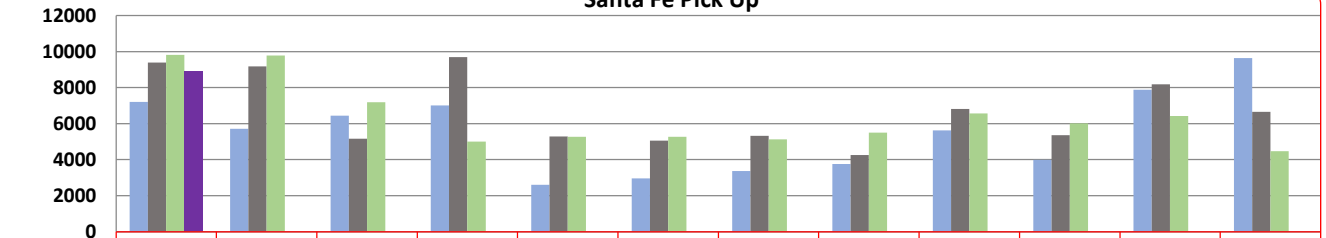
FY11-12= 11,116 / FY12-13= 10,015 / FY13-14= 11,543 / FY14/15= 913



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-11/12	421	481	1001	1050	616	446	554	913	879	1002	835	752
FY-12/13	739	965	1155	1074	928	475	844	1092	904	1105	973	671
FY-13/14	645	879	1483	1453	899	568	703	1191	670	963	223	641
FY14/15	502											

FY11-12= 8,950 / FY12-13= 10,925 / FY13-14= 10,318 / FY14/15= 502

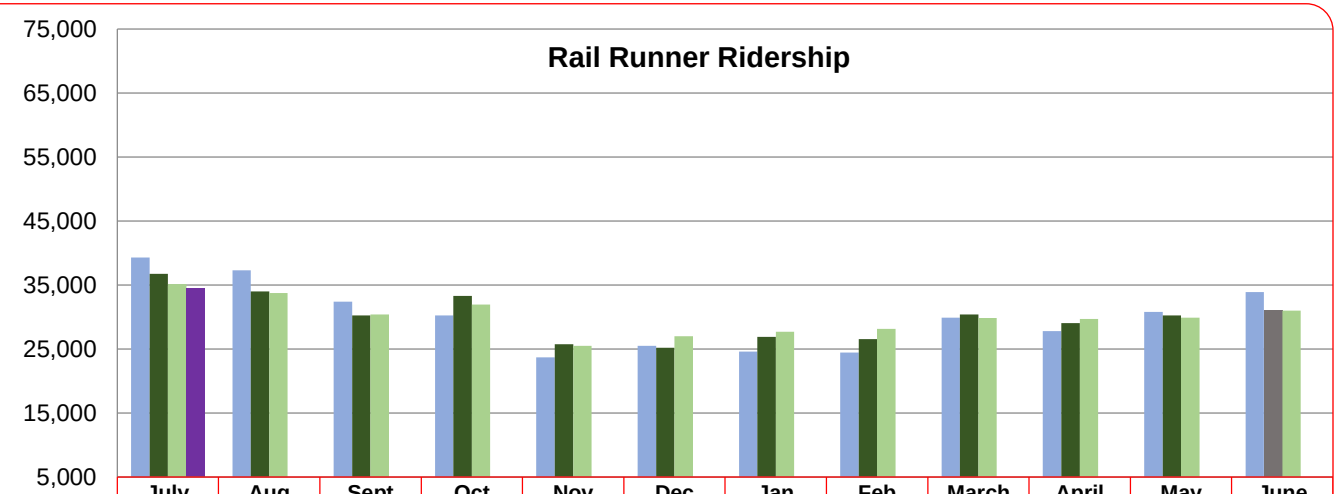
Santa Fe Pick Up



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 11-12	7203	5705	6440	7002	2602	2967	3371	3755	5630	3984	7887	9634
FY 12-13	9395	9180	5153	9699	5292	5046	5319	4248	6808	5352	8175	6651
FY13-14	9818	9771	7194	5006	5264	5273	5120	5493	6570	6009	6420	4475
FY14/15	8908											

FY11-12= 66,180 / FY12-13= 80,318 / FY13-14= 76,413 / FY14/15= 8,908

Rail Runner Ridership



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
FY-11/12	39,322	37,307	32,420	30,251	23,730	25,517	24,593	24,466	29,909	27,813	30,816	33,932
FY-12/13	36,767	33,994	30,270	33,336	25,750	25,194	26,887	26,541	30,434	29,068	30,278	31,021
FY- 13/14	35,176	33,786	30,401	31,949	25,522	27,034	27,692	28,176	29,859	29,724	29,930	31,020
FY14/15	34,454											

FY11-12= 360,076 / FY12-13= 309,115 / FY13-14= 360,269 / FY14/15= 34,454